



**Headquarters, U.S.
Marine Corps**

**MCO P1710.30
PCN 10202392400**

MARINE CORPS CHILDREN AND YOUTH PROGRAMS

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO P1710.30D
MRY
8 FEB 00

MARINE CORPS ORDER P1710.30D

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS CHILDREN AND YOUTH PROGRAMS

Ref: (a) MCO P1700.27A
(b) NAVMAC 2901
(c) MCO 5100.29
(d) MCO P5100.8F
(e) MCO P1700.24B
(f) MCO 1740.13A
(g) NAVSO P1000
(h) MIL-HDBK
(i) NAVEAC P-80
(j) MCO 5500.18
(k) NAVMED P-5010-1

Encl: (1) Locator Sheet

- Reports Required:
- I. Department of Defense (DoD) Child Development Program Obligation and Staffing Levels Report (Report Control Symbol DD-1710-01, External Report Control Symbol DD P&R(Q) 1887), Appendix E.
 - II. Summary of Operations for USMC Child Development Programs (Report Control Symbol DD-1710-02), Appendix E.
 - III. Installation Fee Implementation Report for Child Care Fees (Report Control Symbol DD-1710-03), Appendix E.
 - IV. Installation Fee Implementation Report for School-Age Care (SAC) (Report Control Symbol DD-1710-04), Appendix E.

1. Purpose. To publish policies and standards of the Marine Corps Children and Youth Program, a variety of integrated, balanced, quality programs for eligible children ages 6 weeks to 18 years, as required by references (a) through (k). This Program provide commanders with the plans, policies, and

DISTRIBUTION STATEMENT A: Approved for public release;
Distribution is unlimited.

MCO P1710.30D
8 FEB 00

resources to ensure that the programs are operated in a safe and healthy environment.

2. Cancellation. MCO 1710.30C and MCO 1710.35A.

3. Background

a. This Manual contains the specifics of those programs as modified by recent developments and changes published through DoD Directives, SECNAV Instructions, Marine Corps Bulletins, and ALMARS. This Manual is designated for ease in locating specific items and to provide a more comprehensive understanding of the Marine Corps Children and Youth Programs.

b. Waivers. Waivers from the policies contained in this Manual must be authorized in writing from CMC (MR). All policy waivers will be requested and issued through normal Marine Corps channels.

c. Definitions. Terms that are used in this Manual are defined in Appendix C.

4. Recommendations. Recommendations concerning the contents of this Manual are invited and will be submitted to CMC (MR) via the appropriate chain of command.

5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

6. Certification. Reviewed and approved this date.



J. W. KLIMP
Deputy Chief of Staff
Manpower and Reserve Affairs

Distribution: PCN 10202392400

Copy to: 7000110(55)
7000093/8145005(2)
7000099,144/8145001(1)

MCO P1710.30D
8 FEB 00

LOCATOR SHEET

Subj: MARINE CORPS CHILDREN AND YOUTH PROGRAM

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual)

ENCLOSURE (1)

MARINE CORPS CHILDREN AND YOUTH PROGRAM

RECORD OF CHANGES

Log completed change action as indicated.

| CHANGE NUMBER | DATE OF CHANGE | DATE ENTERED | SIGNATURE OF PERSON INCORPORATED CHANGE |
|---------------|----------------|--------------|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

CONTENTS

CHAPTER

- 1 SCOPE
- 2 GENERAL POLICY
- 3 RESOURCES
- 4 PERSONNEL
- 5 FACILITIES

APPENDIX

- A DODI 6060.3, SCHOOL AGE CARE PROGRAM
- B DODI 1020.1, NONDISCRIMINATION ON THE BASIS OF HANDICAP IN PROGRAMS AND ACTIVITIES ASSISTED OR CONDUCTED BY THE DEPARTMENT OF DEFENSE
- C DEFINITIONS
- D MEASURES OF EFFECTIVENESS
- E REQUIRED REPORTS
- F DODI 6060.2, CHILD DEVELOPMENT PROGRAMS
- G RELEASE OF LIABILITY AND ASSUMPTION OF RISK FOR MEDICATION DISPENSATION
- H DODI 1402.5, CRIMINAL HISTORY BACKGROUND CHECKS ON INDIVIDUALS IN CHILD CARE SERVICES

MARINE CORPS CHILDREN AND YOUTH PROGRAM

CHAPTER 1

SCOPE

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
|--|------------------|-------------|
| PURPOSE | 1000 | 1-3 |
| INTENT | 1001 | 1-3 |
| ELIGIBILITY AND ENROLLMENT | 1002 | 1-3 |
| PARENT PARTICIPATION | 1003 | 1-4 |
| CHILDREN AND YOUTH SERVICES | 1004 | 1-5 |
| SPECIAL NEEDS PLACEMENT | 1005 | 1-7 |
| MEETING CARE NEEDS | 1006 | 1-8 |
| RESOURCE AND REFERRAL (R&R) | 1007 | 1-9 |
| ADDITIONAL INSTALLATION COMMANDERS OPTIONS . | 1008 | 1-9 |
| CHILD DEVELOPMENT CURRICULUM AND PROGRAM .. | 1009 | 1-10 |

MARINE CORPS CHILDREN AND YOUTH PROGRAMS

CHAPTER 1

SCOPE

1000. PURPOSE. The purpose of the Marine Corps Children and Youth Programs is to provide assistance to families in locating quality, affordable child care and youth services. These services may be provided in a variety of settings on and off the installation. Resource and Referral (R&R) services shall be included to expand the availability of child care and youth services and provide referrals to quality, affordable child care and youth programs, both on and off base.

1001. INTENT

1. Accessibility to affordable, safe children and youth programs is a major contributor to personal and family readiness. The mission of Children and Youth Programs, under the staff cognizance of the Director, Personal and Family Readiness Division, will be to provide Marine Corps plans, policy, and resources. These plans, policies, and resources shall sustain and improve the capabilities of Commanders to provide quality children and youth programs. Programs which support these capabilities shall include child development centers (CDC's), home based child care such as family child care (FCC), school age care (SAC) and youth.

2. Children and Youth Programs shall focus on the needs of parents in order to provide maximum access to useful, flexible, and affordable programs such as child development, and social, recreational, and athletic programs. Children and youth, ages 6 weeks to 18 years, shall be served in integrated, balanced, quality programs that support the continuum of the Marine families' needs.

1002. ELIGIBILITY AND ENROLLMENT

1. Eligible users shall include military personnel, DoD civilian personnel paid from appropriated funds (APF's) and non appropriated funds (NAF's), reservists on active duty or during inactive duty for training, and DoD contractors. Retirees may be eligible when a waiting list does not exist and space is available.

2. To establish eligibility for Marine Corps Child Development Program's (CDP), eligible users shall complete DD Form 2606, Request for Care Record. Additional enrollment forms shall be required by each program as outlined in paragraph 2007.

3. Youth programs shall require registration, parental consent, and health forms to be completed, signed and given to the youth director before any youth may participate in the program. Further documentation is outlined in paragraph 2008.

4. If there is an unmet need for full-time and part-time child care the installation commander shall establish and publish a child development enrollment priority system. In all cases, first priority shall be given to children of active duty military and DoD civilian personnel who are either: single parents, or whose spouse is employed on a full-time basis outside the home, is a military member on active duty, or is a full-time student.

1003. PARENT PARTICIPATION

1. Parents shall be offered the opportunity to be involved actively and directly in quality assurance initiatives and provide feedback to staff and providers from a parental perspective.

2. A Parent Advisory Board (PAB) in the form of a committee to the Marine Corps Community Services Council, per reference (a), shall be established in accordance with guidelines in the Military Child Care Act of 1989.

a. A parent shall be the chairperson of the board.

b. The Board shall meet periodically with program staff and the installation commander or his designated representative for the purpose of discussing problems, concerns, and ways to improve services.

c. The Chairperson shall forward recommendations for improving services to the installation commander via the program administrator for review and disposition.

d. The PAB, with the advice of program staff, shall be responsible for developing, coordinating, and overseeing implementation of the parent participation program. Activities shall include but are not limited to volunteer activities, special program events, and parent education programs.

1004. CHILDREN AND YOUTH SERVICES. Various options are available to meet the needs of installation commanders and the families they serve. These services shall be provided to the extent possible based on local needs and the resources available.

1. Child Development Center (CDC). Programs are facility-based child care services that support child care needs for children ages 6 weeks through 12 years. Care options include full-day, part-day, and hourly care. Operating hours vary from installation to installation as determined by the needs of the base community and available resources.

2. Family Child Care. Home based child care programs are available as a viable means of expanding care in addition to center based programs. The providers are self employed and offer care in individual homes. These homes shall be certified if care is provided on a regular basis for more than 10 "child-care hours" per week. The number of child-care hours per week shall be calculated by multiplying the number of children by the hours of care (2 children X 5 hours = 10 child care hours). When using this formula to determine if a home should be certified as a family child care home, all children from the same family shall be considered equal to one child when calculating child care hours. Two separate components of the home based child care program are on-base family child care homes (FCC) and off-base family child care (OFCC) homes.

a. FCC programs provide child care in housing owned or leased by the government and under the control of the installation commander. Providing child care in government owned or leased quarters is a privilege extended to family members at the discretion of the installation commander. Hours of service, ages of children, and types of services are established by individual providers.

b. OFCC homes provide child care to eligible patrons in private homes located off the installation. Homes shall be registered with the local command and meet all requirements as established in a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) between the local installation commander and applicable State and local officials. Standards negotiated in the MOA/MOU shall include local and state regulations but shall be no less stringent than on base FCC standards required by this MCO. Hours of service, ages of children, and types of services shall be established by individual providers.

3. School Age Care. The school-age care (SAC) program provides services for children ages six through twelve or enrolled in

kindergarten through sixth grades, during duty hours before and after school, full day camps, on school holidays, teacher in-service days, inter sessions and during school closings. SAC provides a safe, supervised, healthy, age-appropriate environment while parents are at work. SAC shall be located primarily in youth centers, FCC/OFCC homes, schools and other appropriate facilities that meet USMC requirements. SAC shall be located in CDC's only if the unmet need for full-day child care for children ages six weeks through five years has been met. Partnerships with community based organizations to meet SAC needs, particularly for children living or attending school off-base, are authorized. SAC programs shall complement, rather than duplicate, the school day. Emphasis shall be placed on programs that meet community needs, reinforce family values, and promote individual and group activities that develop the cognitive, social, emotional, and physical potential of children. All SAC programs shall meet requirements as established in Appendix A.

4. Short Term Alternative Care. The short term alternative care (STACC) option provides care on occasional rather than daily basis and allows on-site hourly group care when parents of the children in care are attending command functions in the same facility. Children are cared for by appropriately trained children and youth personnel in the same facility or in a building immediately adjacent to the facility where the command function is being held. Because parents shall remain on the premise, child development center standards contained in the National Fire Protection Association (NFPA) 101: Life Safety Code do not pertain. STACC shall be provided no more than one hour before the start and one hour after the completion of the command function. Facility should be inspected and approved for use by appropriate base personnel such as safety, fire and preventive medicine.

5. Youth Programs. Marine Corps Youth Programs shall consist of a balance between self-directed and directed activities. Activities shall consist of but not limited to age appropriate fitness/sports, life skills/career opportunities and work force preparation, mentoring, citizenship, leadership, recreation and arts that support the needs of our youth. The Youth Programs shall also include a youth sponsorship program. The programs and activities may be conducted in a separate youth center or other suitable facilities.

a. Self-directed activities shall include resources such as games, computers, arcades, cards, compact disk players, sports equipment, musical instruments and other items that support free play, self-expression, or amusement based on the interest and creativity of one or more individuals.

b. Directed activities shall include but not be limited to social large group activities such as dances, holiday observances, family programs, bike rodeos, festivals, heritage programs, educational programs such as clinics, demonstrations, youth government week, tours, civic programs. Installations may have a separate Teen Center or program within the youth center for youths ages 13 to 18 years. Performing arts, such as ballet, piano, karate or other age appropriate activities, outdoor activities, and family activities shall also be included.

c. Youth sports shall offer a wide array of organized sports activities such as Little League, bowling leagues, other appropriate youth activities, and competitive activities to include team and individual sports as directed in reference (b). These programs shall help youth develop physical skills and to mature emotionally and socially. Youth sports programs shall follow national standards developed by organizations such as the National Alliance for Youth Sports. Organized sports that are developmentally and age appropriate such as T-Ball or soccer may include children younger than six.

d. The youth sponsorship program will be in collaboration with the losing and gaining command or the sponsor, Children and Youth Program and the relocation assistance office. The Children and Youth Program will provide support by identifying and providing a list of youth interested in becoming sponsors to ensure the youth receive proper training in all aspects of becoming a sponsor.

6. Private Organizations. Private organizations may operate developmentally appropriate CDCs (preschools) when service offered comply with all fire, safety, health, facility, and program requirements such as inspections, training and background checks outlined in this manual and other applicable regulations. Programs shall interface with the Children and Youth Programs Administrator.

7. Baby-sitter Training and Referral. The baby-sitter training and referral service option provides training and referral services for adult and teenage family member baby-sitters living on and off the installation. Any installation generated list of trained/approved baby-sitters shall be maintained by R&R. To be included in the listing all baby-sitters shall complete a CDP or Red Cross approved training course.

1005. SPECIAL NEEDS PLACEMENT. No otherwise qualified child/youth/parent with a disability shall be subjected to discrimination by child development or youth services. Policies shall be implemented to ensure that appropriate services are

provided for special needs children and youth. Such policies shall meet the intent of the Rehabilitation Act of 1973 and Appendix B.

1. Children and youth with special needs shall be defined as those children with developmental disabilities, mental retardation, emotional disturbance, sensory or motor impairment, or significant chronic illness who require special health surveillance or specialized programs, interventions, technologies, or facilities. Programs shall reasonably accommodate these needs and provide appropriate care within program and budget constraints.

2. Upon request for services, a team of qualified, cognizant personnel shall make an assessment of the accommodations necessary for a special needs child to participate in the program and determine the most appropriate placement for the child. This team shall be called a Special Needs Evaluation Review Team (SNERT).

3. The SNERT shall include but not be limited to the following members: administrator, program manager, Exceptional Family Member Program Coordinator, medical personnel, parent(s) of child(ren), and other applicable personnel.

4. The team shall report to the installation commander or his designated representative on any child or youth who cannot be reasonably accommodated.

5. Training specific to the special needs of the individual shall be received by applicable program personnel or FCC/OFCC provider prior to working with the special needs child or youth.

1006. MEETING CARE NEEDS. Services and programs shall support operational readiness, mission accomplishment, and retention. Optimal use of available resources shall ensure that families' needs are met in quality, affordable programs that support the unique needs of the military community, e.g., hours of operation, and services provided.

1. CDP's shall address leave periods for family in the event of emergencies, priority access to hourly care spaces for relocating families immediately upon arrival and prior to departure, and other community needs when developing local policies and procedures. Each command shall provide low cost child care, based on available funding and resources, in support of events which contribute to family readiness.

2. Youth services shall best coincide with youth's free hours and desired programming.

1007. RESOURCE AND REFERRAL (R&R)

1. R&R serves as the central enrollment registry to all eligible patrons seeking programs for their children and youth. Parents shall receive general information on available child care and youth options to include youth sports on the installation and/or in the surrounding community. This office shall also track and monitor child care and youth center vacancies and waiting lists for on-base child care and youth center programs. R&R shall also maintain a listing of available qualified CDP or Red Cross trained and certified baby sitters.

2. R&R shall keep two separate waiting lists for CDP's. The information from the DD 2606 shall determine a family's placement on either of the waiting lists.

a. The Unmet Need Waiting List (UNWL) consists of children whose parents request child care but do not have access to quality, affordable child care in a certified/registered family child care home or accredited child care center. Quality care is defined as care provided within a program that is nationally accredited. Affordable care is defined as care in which the fee a family pays is no more than 20 percent higher than a military CDC program.

b. The Preferred Care Waiting List (PCWL) consists of children who currently have care in one of the affordable options but whose parents desire placement in another Marine Corps sponsored program or children whose parents decline to use an available space in one of the affordable options.

1008. ADDITIONAL INSTALLATION COMMANDERS OPTIONS

1. Installation commanders may offer other programs that do not utilize child development or youth employees. Options available are:

a. Child care in a unit setting (CCUS) offers organizations and activities the opportunity to provide safe, flexible, low or no cost options to meet child care without following the operational requirements of this manual. The CCUS option allows the unit to provide on-site hourly group child care when parents of the children in care are attending a unit function. Children shall be cared for in the same facility or in a building immediately adjacent to the facility where the unit activity is taking place. For the purpose of CCUS, a unit shall be defined as any military unit, organization, or group authorized to exist

and Operate on the installation (e.g., military units, spouse and religious organizations, Navy/Marine Corps Relief Society, American Red Cross, Armed Services YMCA, and joint funded activity sponsored classes and athletic teams). Common sense precautions shall be taken to safeguard the safety and well-being of children in care. Individuals providing care for children shall be of an age and maturity to give proper supervision. Additionally, they shall receive written instructions on how to handle emergencies. Units sponsoring CCUS may be provided CDP equipment on loan.

b. Parent Baby-sitting Co-Ops are an organization of parents who need occasional child care services. It operates on the principle of credit for time as parents exchange baby-sitting services rather than money. Baby-sitting services shall be provided in the homes of the members.

2. Other child care and youth options may be established at the local level to meet the unique needs of the installation upon approval of CMC (MRY).

1009. CHILD DEVELOPMENT CURRICULUM AND PROGRAM. Programs shall provide experiences that enhance and support children's physical, social, emotional, and cognitive development.

1. Developmentally Appropriate Program

a. Each CDP and private organization shall establish a developmentally appropriate program that meets the needs of full day, part day, and hourly participants. Developmental programming shall be identified and characterized by experiences that enhance and support children's physical, social, emotional, and intellectual development regardless of setting or length of time in care. Factors such as child/family orientation, staff/careprovider/child interaction, appropriate resource allocation and use (i.e., space, time, equipment, materials, and personnel), and recognition of unique age group requirements and individual needs are important. Activities shall be child-initiated as well as adult-directed.

b. The Program shall have a written statement of its philosophy for children that is realistic and based on an assessment of children's individual needs and interests, goals for each age group of children and the annual Developmental Program Plan. The statement and the annual developmental program plan shall be available to parents of all programs to include center based, FCC/OFCC, SAC, private organizations, and staff members and FCC/OFCC providers.

2. Annual Developmental Program Plan. The Annual Developmental Program Plan describes the overall CDP curriculum philosophy and how it will be implemented. This plan shall include staff training plans based on classroom evaluation with the Early Childhood Environmental Rating Scale (ECERS), Infant/Toddler Environmental Rating Scale (ITERS), School-age Care Environmental Rating Scale (SACERS), or other DAP classroom checklist. FCC/OFCC training plans shall be based on home observations with the Family Day Care Rating Scale (FDCRS) or other developmentally appropriate program (DAP) checklist. The Annual Developmental Program Plan shall also include procedures to review, evaluate, and update the plan. Plans shall be maintained on site.

3. Weekly Developmental Program Plan. A developmental program plan shall be available. This shall be adjusted on a weekly basis, as needed. It shall be prepared for each activity room and FCC/OFCC home and shall contain a description of the activities planned and how they meet the children's developmental needs. These activities shall be based on staff/provider observations and reflect and foster respect for the geographic, ethnic, and cultural differences of the children in the group. Plans for CDC's shall be in writing and approved by the Training and Curriculum Specialist. Plans for FCC/OFCC homes shall be in writing and approved by the FCC program manager/monitor or T&C.

4. Daily Activities Schedule. Schedule of daily activities shall be planned for all ages of children. This schedule shall be balanced and include indoor/outdoor, quiet/active, individual/small group/large group, large muscle/small muscle, and child/adult initiated activities and an opportunity for, but no requirement to, sleep or rest.

5. Dissemination of Religious Materials. The dissemination of religious information, materials, or providing activities that teach or promote religious doctrine within Children and youth programs shall be prohibited. FCC/OFCC homes that identify their programs as religious in nature, and programs operated by chaplains shall be exempt. Benedictions at opening and closing ceremonies of youth events are permissible.

MARINE CORPS CHILDREN AND YOUTH PROGRAM

CHAPTER 2

GENERAL POLICY

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
|--|------------------|-------------|
| DEFINITIONS | 2000 | 2-3 |
| PROGRAM MEASURES OF EFFECTIVENESS (MOE'S) .. | 2001 | 2-3 |
| RESPONSIBILITIES | 2002 | 2-3 |
| INSPECTIONS..... | 2003 | 2-6 |
| STANDARD OPERATING PROCEDURES (SOP'S)..... | 2004 | 2-9 |
| CHILD ABUSE GENERAL GUIDELINES | 2005 | 2-11 |
| CHILD ABUSE AND NEGLECT REPORTING | 2006 | 2-11 |
| CHILDREN'S RECORDS | 2007 | 2-12 |
| YOUTH RECORDS | 2008 | 2-13 |
| ATTENDANCE RECORDS | 2009 | 2-13 |
| PERSONNEL/PROVIDER RECORDS | 2010 | 2-13 |
| LIABILITY INSURANCE FOR FCC PROVIDERS | 2011 | 2-14 |
| LIABILITY INSURANCE FOR OFCC PROVIDERS | 2012 | 2-14 |
| SPECIAL CATEGORY INSURANCE | 2013 | 2-14 |
| CONFIDENTIALITY | 2014 | 2-15 |

MARINE CORPS CHILDREN AND YOUTH PROGRAMS

CHAPTER 2

GENERAL POLICY

2000. DEFINITIONS. Definitions used in this Manual are listed in Appendix C.

2001. PROGRAM MEASURES OF EFFECTIVENESS (MOE'S)

1. MOE's shall indicate the success or failure of program policy and adherence to the policy. MOE's are addressed in Appendix D.

2. Gathering and tracking measures shall be established to ensure MOE's are met. In addition to the inspection requirements covered in section 2003 of this Manual, standardized reports listed in Appendix E shall reflect the Program metrics.

2002. RESPONSIBILITIES

1. CMC (MRY) shall:

a. Provide overall policy and standards for implementing high quality child development and youth programs and services.

b. Coordinate child development and youth initiatives and policy changes with component commands, other service Headquarters, HQMC staff agencies and higher headquarters.

c. Serve as the liaison with the Department of Defense, the other services, child care and youth organizations, and other federal agencies.

d. Develop personnel, budget, and training initiatives relative to the Program Objective Memorandum (POM).

e. Serve as the resource sponsor and ensure equitable distribution of resources.

f. Identify the long-range goals for the child development and youth activity programs in the MCCS strategic plan.

g. Certify compliance with standards and MOE's established by this manual, DoD policies, and congressional guidance through

the monitoring of the installation inspection, or upon the higher headquarters request, conducting the inspection. Inspection results shall be forwarded quarterly to the Assistant Secretary of Defense (Force Management Policy) by CMC (MRY).

h. Attend organizational conferences and working groups pertaining to child care and youth matters. Provide information to higher headquarters/command activities as applicable.

i. Provide technical assistance to ensure high quality programs and effectiveness in meeting mission requirements and the expressed need of patrons.

j. Review the plans and specifications for all MILCONs and OM&N Projects.

k. Collect and compile data required to develop child development and youth activity program policy.

l. Monitor equipment requirements and makes changes to the Table of Organization (T/O).

2. CMC (SD) shall:

a. Develop minimum inspection standards for the safety of children and youth programs. References (c) and (d) provide specific information regarding applicable standards.

b. Provide technical assistance to Marine Corps installations for oversight capability of the safety of children and youth programs.

c. Upon request, interpret industry, electrical, and building criteria standards to ensure compliance.

d. Upon request, provide safety evaluations for children and youth programs.

3. Component Commander/Commander Supporting Establishment (COMMARFORPAC, COMMARFORLANT, MCCDC, and COMFORLOGBASES) shall:

a. Designate a staff position/section to interface between HQMC and appropriate installation and operational commanders on all matters pertaining to child development and youth programs and services.

b. Consider regionalization of services between installations within close proximity, and to join in partnerships

with the local community to optimize resources for the delivery of services.

c. Ensure higher headquarters level inspections of child development and youth programs are conducted on an annual, unannounced basis. Inspections may be conducted by the component command's qualified representative as defined in paragraph 2003.2a(2) or a request shall be submitted to CMC (MRY) for CMC (MRY) to conduct the inspection. Individual installations shall not conduct the annual higher headquarters inspection.

d. Submit consolidated reports to CMC (MRY) as outlined in Appendix E.

e. Assist installation in program implementation upon request from installation commander.

f. Develop a plan of action for forwarding all inspection reports, reports of allegations of child abuse/neglect, outbreaks of contagious diseases, or serious accidents to CMC (MRY)

g. Advocate for resources to support child development and youth programs.

h. Ensure DoD mandated fee ranges for child development programs, to include SAC fees, are implemented.

4. Installation Commanders shall:

a. Budget and advocate for command resources (both non appropriated and appropriated) to support the installation's child development and youth programs.

b. Implement programs to meet the child care and youth needs of the community within fiscal limitations.

c. Establish partnerships with other agencies and organizations to enhance and expand accessibility to child development and youth programs.

d. Establish a multidisciplinary team and ensure the team implements the annual multidisciplinary inspection of the child development and youth programs.

e. Establish policies and standard operating procedures (SOP's) that shall address all aspects of the child development and youth programs provided on the installation to include a "home alone" or "self care" policy that incorporates "self release" standards and sign in/sign out guidelines for children under the age of twelve.

f. Ensure FCC/OFCC providers obtain and maintain the minimum level of mandatory FCC/OFCC liability insurance as established by CMC (MRY) and outlined in paragraphs 2011 and 2012.

g. Submit required reports to CMC (MRY) via appropriate chain of command.

h. Ensure that CDP's meet the requirements established in this manual and Appendices A and F, and nationally recognized program accreditation and DoD certification.

i. Ensure the youth program meets the requirements as established in this manual to include nationally recognized certification programs for instructors, coaches, trainees, and activity leaders.

j. Publish and enforce installation Child Development and School Age Care Program fees. Fees are based on the annual DoD fee ranges established and distributed during the 3rd quarter of each fiscal year to each component command and installation via CMC (MRY).

2003. INSPECTIONS

1. Child Development and Youth Programs. Per the Military Child Care Act of 1989, CDP inspections shall be conducted to ensure the safety and well-being of children and to monitor achievement of program outcome goals and the use of program resources. Child development as well as youth program inspections shall be conducted as required.

a. Life threatening violations of the provisions of this manual identified (in an inspection or otherwise) shall result in discrepancies that shall be remedied immediately. If corrections are not made immediately, the program or FCC/OFCC home shall be closed at once.

b. In the case of a nonlife threatening violation, the commander of the major command under which the installation concerned operates may waive the requirement that the discrepancy be remedied immediately for up to 90 days beginning on the date of discovery of the discrepancy. If the violation is not remedied by the end of the 90 day period, the program or FCC/OFCC home shall be closed. When corrections cannot be made within the

90 days (e.g., facility renovation is required), the installation shall submit a request to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) [ASN (M&RA)], via the major command and CMC (MRY), who may waive the requirement to close. The waiver request shall be submitted in sufficient time to receive a response prior to the end of the 90 day major commander's waiver. This waiver shall include a description of compensating measures pending completion of corrections, and a plan of action and milestones.

2. Annual Inspections. Inspections shall be as follows:

a. Higher Headquarters Inspection

(1) A higher headquarters unannounced inspection of all components of the child development and youth program shall be conducted. This review shall address compliance with policy, achievement of program goals, and efficient use of resources. CDP's that are in compliance with DoD standards and this manual shall be issued DoD certificates to operate upon written verification to CMC (MRY) that any discrepancies have been corrected.

(2) The higher headquarters representative performing the inspection shall possess detailed knowledge of the mission and program activities of the Marine Corps Children and Youth Program and at a minimum meet the validator qualifications required by a nationally recognized accrediting body.

(3) A corrective action plan shall be developed by the installation in response to any discrepancies identified during the higher headquarters inspection.

(4) CMC (MRY) shall forward the results of annual higher headquarters inspections to ASD (FMP) quarterly via ASN (M&RA).

b. Installation Comprehensive Inspections

(1) Unannounced annual fire, safety, health and sanitation inspections shall be conducted by trained representatives of the installation commander. The twelfth monthly inspection of the year shall be the comprehensive.

(2) These inspections shall include centers, private organization CDP's, youth and SAC programs located in any facility.

(3) Each comprehensive inspection shall include a review of the previous 11 month's local inspections, violations, corrections and outstanding issues. Safety review shall include accident/incident reports required by paragraph 2007.6.

(4) Standardized safety checklists shall be developed by the local safety office incorporating reference (d) and guidance provided by CMC (SD). These checklists shall be used for the annual safety and multidisciplinary inspections.

c. Installation Multidisciplinary Inspection

(1) A multidisciplinary inspection shall be conducted on an annual, unannounced basis. This inspection, conducted within one year from the last multidisciplinary inspection, shall be led by a representative of the installation commander with authority to verify compliance with Marine Corps standards and will include subject matter experts in the appropriate inspection areas.

(2) This inspection shall include all components of the installation's child development and youth programs to include centers, SAC, private organization CDPs, and R&R. Ten percent (10%) of FCC and OFCC homes shall be inspected and FCC/OFCC inspection records shall be reviewed.

(3) Inspection team shall be comprised of subject matter experts in the various standards prescribed and include parent representation. The team shall solicit the views of parents during the inspection.

(4) The multidisciplinary team shall review the results of the annual comprehensive fire, safety, health and sanitation inspection as part of its inspection.

3. Initial and Annual Renewal Inspections of FCC/OFCC shall be conducted. Command representatives shall conduct the initial certification and annual renewal inspection of each on-base FCC home. OFCC homes shall meet the inspection guidelines established in the command's Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU) with State or local civilian authorities.

4. Monthly. Inspections of children and youth programs shall be conducted monthly (except in the month of the comprehensive inspection) in the areas of fire, safety, health and sanitation. Records of inspections shall be reviewed during installation

comprehensive, multidisciplinary, and higher headquarters inspections. The qualified safety expert (local safety office) shall train collateral duty safety children and youth personnel to conduct monthly safety inspections. When a safety discrepancy is identified the installation safety officer will be contacted to help evaluate the discrepancy and develop corrective measures. Continuing oversight shall be provided by the installation safety office.

a. Child Development and Youth Programs. Fire, safety, health and sanitation inspections shall be conducted by qualified subject matter experts.

b. FCC Homes. Fire, safety, health and sanitation inspections shall be conducted by the FCC director/monitor. The FCC director/monitor shall undergo specialized training provided by installation subject matter experts prior to inspections.

c. OFCC Homes. The MOA/MOU shall identify the state/county responsibility for oversight of fire, safety, health, and sanitation standards. OFCC homes shall be inspected monthly by the Marine Corps FCC director/monitor/authorized representative during the first 6 months of participation in the program. Thereafter, monthly visits shall be conducted but inspections will be done quarterly. A report of any discrepancies shall be on file in the appropriate program office and corrections shall be accomplished in a timely manner.

2004. STANDARD OPERATING PROCEDURES (SOP'S)

1. SOP's shall address all applicable child development and youth programs and operations such as fees, hours, program administration, security, fire, emergency, and safety requirements, requirements for FCC/OFCC certification, denial of certification, recertification, revocation, disciplinary procedures, child abuse reporting procedures and other local requirements. All SOP's shall be reviewed by the appropriate subject matter experts prior to implementation and upon change. Installation SOP's shall be available to parents.

2. A written touch, discipline, and guidance policy shall be provided to all parents and staff. This policy shall prohibit the use of corporal punishment, shaming, or other humiliating methods of discipline and shall include positive guidance, redirection, appropriate touch, and the setting of clear limits that fosters children's abilities to become self-disciplined. Policy shall be posted in all programs.

3. Medications. Medications shall only be administered to children or youth who are enrolled in full day, extended day and overnight programs. Requests shall be documented on a medical dispensation card.

a. Prescription medication shall be administered when it is prescribed by the child's medical provider, clearly labeled for the child, and given as directed.

b. Over the counter medications including but not limited to aspirin, aspirin-like products, antihistamines, cough syrup, sunscreen, diaper ointment, and insect repellent recommended by a health care provider may be administered. Parents and guardians of children who are requesting the administration of over the counter medication must sign a release of liability form, Appendix G, in addition to a written request for the administration of medication. Over the counter medications shall only be dispensed at 0800, 1200, and 1600.

c. Procedures shall be established to ensure the appropriate child receives the appropriate medicine, in the appropriate dosage, at the appropriate time.

d. Annual training in the proper procedures for administering medications shall be conducted for those staff and providers who administer medications.

e. SOP's shall include standards for identifying a sick child and detail the circumstances leading to illness exclusion from the program.

f. Rehabilitation Act of 1973. Medical procedures shall be implemented by CDP personnel and FCC/OFCC providers to ensure compliance with the Rehabilitation Act of 1973. Procedures shall meet the recommendations and requirements of the local SNERT.

g. Clinical Laboratory Improvement Amendments of 1988. CDP's shall comply with Title 42 Code of Federal Regulations, Part 493 (implemented by Public Law 100.578) of 1988. All programs collecting and testing body fluids of any type (blood, urine, etc.) shall register with the Clinical Laboratory Improvement Program (CLIP).

h. Epipen Administration. Epipen shall be administered by children and youth personnel and FCC providers only after the following conditions are met:

(1) appropriate medical documentation is on file with the CDP's that states that the child is susceptible to allergic reactions and an epipen is required;

(2) in an emergency situation when first aid procedures warrant it; and

(3) after being directed to do so by a local medical officer, on an incident-by-incident basis.

4. Parent and employee handbooks shall be developed and made available. These handbooks shall include information on local installation policies and procedures relevant to the Program.

2005. CHILD ABUSE GENERAL GUIDELINES

1. The DoD Child Abuse/Safety Violation Hotline posters shall be prominently displayed in all CDP facilities and FCC/OFCC homes.

2. Parents and guardians shall be permitted access to their children at all times.

3. All visitors shall sign in and out, wear some form of identification, and be escorted at all times.

4. Evening or weekend care shall be located close to the front entrance to facilitate additional supervision of the rooms by the front desk staff and to allow visual access to parents entering and leaving the facility.

5. All outdoor play areas should be viewed from the activity rooms that they serve.

2006. CHILD ABUSE AND NEGLECT REPORTING

1. All child development and youth employees, FCC and OFCC providers, volunteers, and private organization employees shall be trained in child abuse and neglect prevention techniques, identification, and reporting procedures as outlined in the DoD training modules "Identifying and Reporting Child Abuse in Military Family Child Care Settings", and "Identifying and Reporting Child Abuse in Military Child Development Programs." These training modules can be accessed through local CDP's.

2. Administrators and directors shall ensure coordination with the procedures as established in reference (e).

3. All programs, regardless of setting, shall be operated and maintained to provide comprehensive programs to prevent child abuse and promote early identification and reporting of cases of alleged child abuse/neglect.
4. In cases of alleged child abuse/neglect in a center or youth program, the full and part-time employee shall be assigned to duties in which contact with children is not possible until the investigation is complete. The flex/intermittent employee shall not be scheduled.
5. In cases of alleged child abuse/neglect in FCC homes, the home shall be closed immediately and the children placed in other homes until the investigation is complete and allegations are unsubstantiated.
6. In cases of alleged child abuse/neglect in OFCC homes, the following action shall take place immediately:
 - a. OFCC provider shall be suspended from the Program;
 - b. the direct cash payment to the provider shall be suspended;
 - c. parents shall be notified of the incident and offered alternative care; and
 - d. all allegations of child abuse/neglect in OFCC homes shall be reported immediately to the State or local licensing agency.
7. The OFCC Provider shall not be reinstated into the Marine Corps Program until the investigation is completed and the allegations are unsubstantiated.

2007. CHILDREN'S RECORDS. Programs shall ensure the files of children enrolled are complete and contain current information. These files shall be updated annually and kept on file and readily available for inspection purposes. Child development components files include:

1. A copy of the Family Care Plan as required by reference (f). Plans are required for all single and dual active duty service members regardless of military service affiliation, and deployable single DoD civilians with children enrolled in CDP's on a regular basis.

2. Registration forms that are updated at least annually.
3. Relevant health (e.g., shot records, physical forms), child release and emergency information.
4. A Request for Care (form DD 2606).
5. Field trip/walk permission forms signed by parent or guardian.
6. Accident/incident reports.
7. The above documentation shall be updated annually and kept on file readily available for inspection purposes.

2008. YOUTH RECORDS. Programs shall ensure that youth records include the following:

1. Registration forms.
2. Parental consent.
3. Current health forms.
4. Emergency contact information.
5. Field trip/walk permission forms signed by parent or guardian.
6. A "hold harmless" agreement for any high risk activities, off base activities, or overnight functions.
7. The above documentation shall be updated annually and kept on file readily available for inspection purposes.

2009. ATTENDANCE RECORDS. Daily attendance sheets for all programs shall be maintained for a minimum of one year and will include arrival/departure time of child and parents signature.

2010. PERSONNEL/PROVIDER RECORDS. Records shall be kept on personnel/providers to include documentation of favorable completion of background checks, health certification, completion of required training, proof of liability insurance for FCC/OFCC providers, and other applicable documents. Employees shall be provided copies of their current DoD Training Records and grade status at time of departure from the Program.

2011. LIABILITY INSURANCE FOR FCC PROVIDERS. FCC providers shall maintain personal liability insurance to protect themselves and the United States of America, the Marine Corps, the CMC, the Installation Commander, the Installation Activity, the sponsoring non appropriated fund (NAF) instrumentality, and their agents against potential liability claims for negligence that might arise from their operations.

1. The minimum coverage allowed shall be \$500,000 per each occurrence and \$1,000,000 aggregate limit.
2. Insurance shall be purchased by the FCC provider upon completion of the initial provider certification process and prior to beginning child care.
3. CMC (MRB-1) shall arrange competitively priced liability insurance coverage with a choice of commercial insurance companies. FCC providers shall purchase required insurance from one of these companies.
4. This liability coverage shall extend only to the child care provided to family members or authorized patrons in owned or leased Government housing.
5. All providers transporting children shall ensure that they obtain appropriate auto insurance.

2012. LIABILITY INSURANCE FOR OFCC PROVIDERS. OFCC providers shall maintain personal liability insurance to protect themselves and their agents against potential liability claims for negligence that might arise from their operations.

1. The minimum coverage allowed shall be \$500,000 per each occurrence and \$1,000,000 aggregate limit.
2. Insurance shall be purchased by the OFCC provider upon completion of the initial provider orientation to the military program and prior to program enrollment of any military children into the provider's program.
3. All providers transporting children shall ensure that they obtain appropriate auto insurance.

2013. SPECIAL CATEGORY INSURANCE. MCCS hosted high risk activities such as mountain climbing, snorkeling, and spelunking, increase the program liability and, therefore, special category

insurance shall be in effect. A quarterly schedule of special events shall be provided to CMC (MRB-1) and CMC (MRY) in advance of these events to ensure applicable insurance is available.

2014. CONFIDENTIALITY. All information about children, youth, families, and staff shall be kept confidential. Program Managers shall determine what information shall be released on an official need to know basis.

MARINE CORPS CHILDREN AND YOUTH PROGRAM

CHAPTER 3

RESOURCES

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
|-------------------------------|------------------|-------------|
| PURPOSE | 3000 | 3-3 |
| CATEGORY B ACTIVITY | 3001 | 3-3 |
| FUNDS SUPPORT | 3002 | 3-3 |
| PATRON USAGE FEES | 3003 | 3-4 |
| COST EFFICIENT PROGRAMS | 3004 | 3-4 |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

CHAPTER 3

RESOURCES

3000. PURPOSE. The Child Development and Youth Program shall receive adequate resources and operate cost effectively to meet the goals of mission accomplishment and force readiness and promote the health, safety, and development of children and youth.

3001. CATEGORY B ACTIVITY. The Child Development and Youth Program shall be Category B activities. Reference (a) applies.

3002. FUNDS SUPPORT

1. Children and Youth Programs, to exclude private organization programs, shall be operated, maintained and funded with a combination of APF and NAF funds. APFs shall be used for materials and supplies, APF labor and food costs not reimbursed by the USDA.

2. APF funds shall be used to administer the FCC Program. Sufficient funding shall be provided for lending libraries and training for providers. APF shall be used for direct cash assistance to FCC providers if funds are available, and the Installation participates in the Program, so that FCC services can be provided to members of the Armed Forces at a cost comparable to the average cost of services provided by DoD facility based programs.

3. The Utilization, Support, and Accountability (USA) practice shall be utilized to the maximum extent possible where appropriate under the guidelines established in reference (a).

4. Each CDC, FCC home, Youth and SAC Program shall participate in the USDA/CACFP, if the program is available.

5. Youth activities shall pursue other areas of funding such as the Combined Federal Campaign (CFC).

6. The Youth Program shall be supported with a combination of 65% APF and 35% NAF, to include participant fees and charges in accordance with reference (g).

3003. PATRON USAGE FEES

1. Child Development. Local patron fees for CDP's to, include SAC, shall be set on an annual basis, using the sliding fee ranges published by ASD (FM&P). Further guidance on the fee ranges for the next FY shall be provided by CMC (MRY) early in the 3rd quarter of each FY. CDPs shall ensure, to the maximum extent possible, that the child care fee revenues generated cover the NAF cost of the care provided at the CDP's.

a. The sliding fee ranges shall be used for all children who attend facility based programs on a regular basis, including those participating in a scheduled part-day preschool program and school age programs. Such fees shall include meals and snacks.

b. Each CDP shall annually verify the total family income and adjust individual fees accordingly. Installations shall use the Basic Area Housing (BAH) Type II chart provided annually by ASD (FM&P) to determine total family income. Parents who do not disclose family income shall pay the fees in the highest category.

c. In the case of hardship or other special circumstances, individual family fees may be adjusted by the Installation Commander or designated representative on a case by case basis. Exemptions shall be documented.

2. Youth. Fees and charges for youth programs shall be established to provide value and savings that are comparable to local community youth programs and events.

3004. COST EFFICIENT PROGRAMS. Delivery of services shall be conducted in the most cost efficient manner. Optimal utilization of facilities, full case-loads for the FCC staff, and use of alternative and community based programs shall be of the highest priority to ensure child care and youth fiscal resources are most efficiently used.

MARINE CORPS CHILDREN AND YOUTH PROGRAMS

CHAPTER 4

PERSONNEL

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
|--|------------------|-------------|
| PURPOSE | 4000 | 4-3 |
| STAFF QUALIFICATIONS AND RESPONSIBILITIES .. | 4001 | 4-3 |
| PAY COMPENSATION FOR CAREGIVERS (CDP)..... | 4002 | 4-4 |
| HEALTH REQUIREMENTS | 4003 | 4-4 |
| BACKGROUND CHECKS | 4004 | 4-5 |
| PROGRAM STAFF IDENTIFICATION | 4005 | 4-6 |
| STAFFING RATIOS | 4006 | 4-6 |
| FCC/OFCC GROUP SIZE | 4007 | 4-8 |
| SCHOOL AGE CARE/CDC/STACC/ PRIVATE ORGANIZATION PROGRAM | 4008 | 4-8 |
| TRAINING PROGRAMS | 4009 | 4-9 |

FIGURE

| | |
|--|------|
| 4-1 PERSONNEL AND SECURITY RECORDS REQUIREMENTS | 4-13 |
|--|------|

MARINE CORPS CHILDREN AND YOUTH PROGRAMS

CHAPTER 4

PERSONNEL

4000. PURPOSE. Standards shall be implemented to employ competent and well-trained personnel dedicated to protecting the health, safety, and well being of children and youth.

4001. STAFF QUALIFICATIONS AND RESPONSIBILITIES. Staff members shall be hired based on their demonstrated ability to work with children and youth, their understanding of children and youth needs, and their qualifications to perform their duties. Based on scope and size of installation programs program administrators, program managers, and training and curriculum specialists positions may be dual hatted with collateral duties. Staffing in all programs shall focus at the caregiver level with minimal overhead staff ratios.

1. Children and Youth Program Administrator. Program Administrators shall meet all qualifications for the professional series of the position and shall have training in or experience relevant to early childhood and youth program administration. Supporting areas such as human resources, financial management, recreation and sports are desirable.

2. Program Manager. Program Managers in CDP's shall have at a minimum a baccalaureate degree in child development, early childhood education, home economics (early childhood emphasis), elementary education, special education, or other degree appropriate to the position to be filled from an accredited college. A combination of education and experience (e.g. courses equivalent to a major in education, or in one of the subject fields appropriate to the position, plus appropriate experience or additional course work, which provide knowledge comparable to that normally acquired through the successful completion of a four-year course of study, or a related field, including, but not limited to, education, social work, home economics, psychology, or child-related field, or three years equivalent experience) may be substituted. Program Managers in Youth shall hold a college degree related to youth programs including youth recreation, physical education, education, youth development or related fields. A combination of relevant experience in parks and recreation or athletics may be substituted. Program managers are primarily responsible for the day-to-day operations of their program.

3. Training and Curriculum Specialist. The Training and Curriculum Specialist (T&C) shall be an early childhood educator who meets the professional qualifications of a nationally recognized accrediting organization and the 1701 series and is a competitive service employee. At least one employee at each CDP shall be a T&C with the exception of Marine Corps Support Activity Kansas City and Headquarters Battalion, Henderson Hall, Headquarters, U.S. Marine Corps, Washington D.C. The CDP Manager at these specific installations shall ensure the implementation of the training program.

4. CDP Caregivers/Providers. Caregivers and providers shall be at least 18 years of age, possess a high school diploma or equivalent, be able to speak, read, and write English, and be willing and able to complete required training.

5. Youth Staff. Youth staff shall be at least 16 years of age, able to speak, read, and write English, and willing and able to complete required training.

6. Volunteers. The use of volunteers shall be authorized to enhance the programs and services provided for children, youth and their families.

4002. PAY COMPENSATION FOR CDP CAREGIVERS. Programs shall follow the DoD CDP Employee Wage Plan. Pay increases and promotions for caregivers shall be tied to satisfactory performance and completion of the DoD Training Modules and other training as required.

4003. HEALTH REQUIREMENTS

1. Personnel to include caregivers/youth staff, FCC/OFCC providers, private organization staff, administrative, custodial, food service staff, and volunteers shall be in good physical and mental health and free from communicable disease.

2. Personnel shall not work directly with children until their initial employment health screening is completed. Health screening shall be conducted annually thereafter. OFCC providers shall meet requirements established in the MOA/MOU applicable to their program.

3. Screenings shall include up-to-date immunizations, test for tuberculosis, and any other tests deemed necessary and appropriate by local medical authorities.

4. Certification of child development and youth personnel health screenings shall be current, documented and on file.

4004. BACKGROUND CHECKS

1. Background checks shall be completed on all personnel, to include APF and NAF employees, FCC providers and their families, youth coaches, child and youth program volunteers, youth trainees, and youth activity leaders, involved in child development and youth services in accordance with the Crime Control Act of 1990 and Appendix H. Documentation of favorable completion of the required checks shall be maintained on file and available for verification by inspectors.

2. Individuals shall not be left unsupervised with children or youth until their background checks are completed with favorable results.

3. Parents of children and youth currently enrolled who volunteer in their child's room or youth program shall not be subjected to the background checks.

4. The requirement to review personnel and security records for all children and youth personnel shall be dependent upon the category of employee/provider. Requirements are provided in figure 4-1.

5. Upon the successful completion of the Installation records check (IRC) all FCC/OFCC providers with DoD affiliation shall be able to care for children pending completion of their NAC.

6. All non DoD affiliated OFCC providers shall not care for children until the NAC is successfully completed.

7. All FCC/OFCC providers shall undergo an IRC during the yearly recertification process. This check shall be conducted by local military police or civilian law agencies as applicable.

8. All employees and FCC/OFCC providers shall undergo the personnel and security records reverification process after five years of consecutive employment at the same installation.

4005. PROGRAM STAFF IDENTIFICATION. All employees and volunteers shall wear name tags or other distinctive apparel that identifies them as staff.

4006. STAFFING RATIOS. Programs shall follow minimum staff/child (youth) ratios to ensure adequate supervision, safety, and well-being of the children and youth. Programs shall staff according to size of programs and established staffing plans.

1. CDC Staff to Child Ratios

a. Minimum staff/child ratios shall be maintained at all times. Closed circuit surveillance of the room shall be maintained and monitored closely when one staff member is present due to limited room capacity or utilization.

b. The ratio of staff to children shall be based on ages within the group. Minimum ratios and maximum group sizes are as follows:

| <u>Category</u> | <u>Age Range</u> | <u>Staff to Child</u> | <u>Max Grp Size</u> |
|-----------------|------------------|-----------------------|---------------------|
| Infants | (6 wks-12 mos) | 1:4 | 8 |
| Pre-toddlers | (13 mos-24 mos) | 1:5 | 10 |
| Toddlers | (25 mos-36 mos) | 1:7 | 14 |
| Preschool | (37 mos-5 yrs) | 1:12 | 24 |
| School-age | (5-12 yrs) | 1:15 | 30 |

c. Staff shall be counted in ratios only when providing direct care to children.

d. The staff to child ratio for children older than 24 months may be doubled during rest time to allow staff to engage in training or planning within the building. Staff shall be readily available in case of emergency.

e. For mixed age groupings, facility-based programs shall meet the staffing requirements for the age of the youngest child in the group if children in the youngest age category make up 20 percent or more of the group. If children in the youngest age category make up less than 20 percent of the group, use the staff to child ratio for the next higher age category.

f. A child shall be assigned to a primary caregiver who shall know the whereabouts of the child at all times.

g. Volunteers shall not be counted in determining compliance with staff/child ratios.

h. A supervisory level staff member shall be in the child care facility at all times.

2. Youth Component Staff/Youth Ratios

a. Staff to youth ratios shall be as follows:

| <u>Program</u> | <u>Ages</u> | <u>Staff/Youth Ratio</u> |
|---------------------|-------------|--------------------------|
| Self Directed | 6-17 years | 1:20 |
| Before/After School | 6-12 years | 1:15 |
| Field Trips | 6-12 years | 1:10 |
| Field Trips | 13-17 years | 1:15 |
| Day Camps | 6-12 years | 1:15 |
| Overnights | 6-12 years | 1:12 |
| Overnights | 13-17 years | 1:8 |

b. Large organized events where parents, chaperons, coaches, etc., are in the area do not have to meet the ratios listed in 4006.2a.

c. At least two adults shall be assigned to each group of youths participating in a field trip, day camp, resident camp, or overnight activity.

d. More stringent staff/youth ratios shall be maintained for high risk activities such as swimming, gymnastics, archery and others.

e. A minimum of two staff members shall be on-duty during hours youth are in the center to protect the health and safety of the participants. One of the two staff members may be a volunteer, however, they may not be counted in the ratio. If the facility configuration or activities scheduled require more supervision, additional staff shall be scheduled.

f. A supervisory level staff member shall be in the facility at all times.

4007. FCC/OFCC GROUP SIZE. Size of home and space available to children shall determine the maximum number of children in the care in FCC/OFCC homes.

1. The maximum ratio for mixed age homes shall be one adult to six children.

a. No more than two children twenty four months or younger shall be cared for in a home with a ratio of 1:6.

b. The provider's own children, if present and under the age of eight years, shall be counted in maximum group sizes and age group limitations.

2. When all children in the home are twenty four months or younger, the maximum group size at any one time shall be three children. Any of the provider's children twenty four months or younger shall be counted as part of the maximum.

3. The maximum group size in a school-age home shall be eight children if all children, including the provider's own, are over the age of five years.

4008. SCHOOL AGE CARE/CDC/STACC/PRIVATE ORGANIZATION PROGRAMS.

At least two staff members shall be present whenever children are in the facility.

4009. TRAINING PROGRAM

1. Personnel, to include management, support and direct care, and FCC/OFCC providers shall receive training and periodic updates on the latest techniques for providing safe, developmentally appropriate child care and youth activities. All personnel shall receive safety training in accordance with reference (d).

2. Each staff member/FCC/OFCC provider shall participate with the T&C and/or the program director in developing, implementing, and maintaining their Individual Education Plan (IEP).

3. Children and Youth Caregiver Training

a. The child development caregiver training program shall:

(1) Follow the DoD Child Development Employee Wage Plan (available at the local Civilian Personnel Office) and include orientation, initial, and ongoing training as outlined in the plan.

(2) Upon successful completion of DoD training modules or approved training program, each employee shall complete a minimum of 24 hours of annual ongoing training.

(3) Staff meetings may count toward the training requirement, if the specific purpose is to provide program information vice administrative information.

(4) CPR and first-aid certification shall be current.

b. Youth caregivers shall:

(1) Be trained in recreation or leisure studies and/or experienced in youth recreation and development;

(2) Undergo an initial training orientation to include job description, work hours, leave and pay policies, chain of command and mission of the Program, code of conduct, fire and safety regulations and emergency procedures, first aid and CPR, and child abuse/neglect identification and reporting procedures;

(3) Receive supervised, on-the-job training (OJT) until the Director determines that the employee is sufficiently trained in the functions of the position;

(4) Receive training in the following components with documentation of successful training completion annotated in each employee's file:

(a) Youth growth and development, youth guidance techniques, program development, safety, fire, and emergency procedures, child abuse detection and reporting; and

(b) Receive approved basic first aid, CPR, and Heimlich maneuver training. Red Cross or another similarly recognized organization's training can be utilized.

(5) Upon successful completion of the 9 Module training requirement, each employee shall complete a minimum of 24 hours of annual ongoing training.

(6) Staff meetings may count toward the training requirement if the specific purpose is to provide program information vice administrative information.

(7) Maintain current CPR and first-aid certification.

4. Youth Sports. Youth sports staff and volunteers shall:

a. Complete the Command Sport Certification Training Program, conducted by an instructor trained and certified by organizations such as the National Youth Sports Coaches Association, which shall include, at a minimum, the following:

- (1) Psychology of coaching youth sports;
- (2) First aid, CPR, and safety (to include injury prevention);
- (3) Identification/reporting of child abuse/neglect;
- (4) Organizing/administering youth sports programs;
- (5) Maximizing athletic performance;
- (6) Techniques of coaching; and the
- (7) De-glamorization of alcohol, drugs, and tobacco.

b. The Successful completion of the course shall be documented in each individual's file.

c. All youth coaches are to be registered with and listed in the registry of a national sports coaches association.

d. Instructors of high risk activities shall have appropriate certification.

5. FCC/OFCC Provider Training. Orientation and ongoing training for FCC/OFCC providers shall be conducted. Substitute providers shall meet all training requirements if they watch children on a regular basis for more than ten (10) hours per week.

a. Orientation training shall be completed prior to providing care. This training shall be comparable to the orientation training provided to center based caregivers. The training shall include:

- (1) Provider orientation;
- (2) Applicable regulations and installation policies;
- (3) Child abuse identification, reporting, and prevention;

- (4) Safety, nutrition, and health procedures;
- (5) First-aid and CPR training;
- (6) Age appropriate guidance and discipline techniques;
- (7) Parent and family relations;
- (8) Business operations; and
- (9) Child development techniques.

b. Annual ongoing training of 24 hours shall include the DoD FCC training modules or an equivalent approved training program. Training shall include:

- (1) Early childhood development;
- (2) Age-appropriate activities for children;
- (3) Food handling, nutrition, meal service; and
- (4) Child abuse identification and reporting procedures.

c. CPR and first-aid certification shall be current.

6. Management Staff Training. Children and youth administrators, facility and program directors, FCC monitors, and T&C specialists shall participate in 12 hours of annual training to include, but not be limited to, the latest techniques and procedures in child care and youth activities such as child abuse identification, prevention and reporting procedures; center and program administration and/or management; parent involvement; and curriculum training.

7. Food Service Personnel Training. Food service personnel shall receive a minimum of six hours initial training prior to beginning food service duties and six (6) hours of annual training.

8. Support Staff Training. Support staff to include, but not limited to administrative, receptionists, and custodial personnel shall receive a minimum of six (6) hours of annual training to, include job procedures, customer service, CPR and first aid, recognizing and reporting child abuse/neglect.

9. Volunteer Training. All regularly scheduled volunteers shall complete eight (8) hours orientation training including child abuse prevention, identification, and reporting procedures; and four (4) hours of observation before working with children and youth.

MARINE CORPS CHILDREN AND YOUTH PROGRAMS

PERSONNEL AND SECURITY RECORDS REQUIRMENTS CHART

| NAME OF CHECK | APPLICANTS | FORMS | INITIATING OFFICE |
|--|--|---|---|
| <i>Statement of Admission about arrests or charge with crimes involving children.</i> | ALL including Volunteers | Application for Employment | Personnel Office Program Administrator |
| <i>Statement of Understanding of obligation for record check as a condition of employment</i> | ALL | Application for Employment | Personnel Office Program Administrator |
| <i>National Agency Check (NAC)</i> | Non Appropriated Fund (NAF) Employees, FCC, OFCC Providers, Family members of FCC/OFCC providers over the age of 18 living at home. | SF-85P Fingerprint cards EPSQ Hard Copy | Personnel Office Program Administrator |
| <i>National Agency Check with Inquiry (NACI)</i> | Appropriated Fund (APF) Employees | SF-85P Fingerprint cards | Personnel Office |
| <i>Reference checks (personal and professional)</i> | ALL | Installation Form | Personnel Office Program Administrator |
| INSTALLATION RECORDS CHECK (IRC) | <i>Installation Records checks (IRC) must be done on individuals for a minimum period of two years before the date of the application.</i> | | |
| - Family Advocacy Checks | APF/NAF/FCC/OFCC (if OFCC provider has DoD affiliation) | Installation Form | Personnel Office Program Administrator |
| - Drug and Alcohol | APF/NAF/FCC/OFCC (if OFCC provider has DoD affiliation) | Installation Form | Personnel Office Program Administrator |
| - Local Military Police | APF/NAF/FCC/OFCC (if OFCC provider has DoD affiliation) | Installation Form | Personnel Office Program Administrator |
| - Housing Office | FCC | Installation Form | Program Administrator |
| - Civilian Law Enforcement | ALL | Installation Form | Security Office |
| <i>State Criminal History Checks (Checks must be completed for all states lived in by applicant for last (five) 5 years)</i> | APF/NAF employees | State Forms | Personnel Office |

Installation Records checks (IRC) must be done on individuals for a minimum of two years before the date of the application. These IRC checks must be completed prior to working with children.

FIGURE 4-1.--Personnel and Security Records Requirements Chart

MARINE CORPS CHILDREN AND YOUTH PROGRAM

CHAPTER 5

FACILITIES

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
|---|------------------|-------------|
| PURPOSE | 5000 | 5-3 |
| COMMUNICATION EQUIPMENT | 5001 | 5-3 |
| CHILD DEVELOPMENT CENTERS | 5002 | 5-3 |
| YOUTH ACTIVITY FACILITY | 5003 | 5-6 |
| OVERSEAS CONSTRUCTION | 5004 | 5-6 |
| EQUIPMENT, MATERIALS, AND FURNISHINGS | 5005 | 5-6 |
| FIRE, SAFETY, HEALTH AND SANITATION STANDARDS . | 5006 | 5-7 |
| ADDITIONAL NUTRITIONAL GUIDANCE | 5007 | 5-10 |

MARINE CORPS CHILDREN AND YOUTH PROGRAMS

CHAPTER 5

FACILITIES

5000. PURPOSE. Facilities shall be designed and equipped to meet fire, safety, health and sanitation standards and provide maximum visual monitoring of children and youth. Proposed construction or change to facilities and/or activities shall be reviewed by qualified subject matter experts for fire, safety, health and environmental considerations at the initial, mid, and final stages.

5001. COMMUNICATION EQUIPMENT. A working telephone shall be available in each FCC/OFCC home, private organization program, and child development and youth center/facility. This telephone shall be capable of reaching emergency services and parental work sites.

5002. CHILD DEVELOPMENT CENTERS

1. Each facility shall accommodate no fewer than 25 and no more than 305 children. Capacities shall be established and posted throughout the activity areas and playgrounds. Enough usable space shall be provided indoors and outdoors so that children are not crowded. Usable space shall not include closets, storage space, corridors, kitchens, toilets, diaper changing areas, or administrative or support spaces. The NFPA 101-Life Safety Code shall pertain.

2. Facility square footage shall meet the following criteria:

a. Infants and pre toddlers (6 weeks to 24 months) will be provided a minimum of 60 square feet per child;

b. a minimum of 45 square feet of usable space per child shall be provided for other age groups' activity rooms in facilities constructed after 28 August 1997. Older facilities will provide a minimum of 35 square feet of usable space for all age groups except infants; and

c. other areas in centers constructed after 28 August 1997 shall meet space requirements contained in references (h) and (i).

3. Children's toilets shall be provided within or immediately adjacent to child activity rooms with two permanently installed appropriately sized toilets and sinks in each room. There shall be an additional activity room sink mounted at the appropriate child height in each activity room in centers constructed after 28 August 1997.

a. Partitions shall not preclude adult visual supervision. In construction after 1 October 1993, walls around toileting areas for preschoolers shall be half walls.

b. Doors shall be removed from toilet stalls used for children under five years of age.

c. There shall be separate gender toileting facilities for school age children.

4. Diaper changing areas shall be at adult height with a safety lip and shall include a sink with hot and cold water.

a. This sink shall not be collocated nor used for food preparation.

b. Diapering areas shall be visible to other adults and provide visibility for classroom supervision.

5. Closed circuit monitoring system shall be in each activity room and monitors will be placed in an area where constant monitoring is available. In the event the monitoring system is unavailable, additional safeguards (such as convex mirrors, indoor windows, etc.) shall be employed.

6. All classrooms and activity rooms will have a window or other means which allows viewing from the outside hallway. There will be no draperies, blinds or paperwork which obstructs the view from the interior halls or passageways.

7. Interior doors, closets, and outdoor storage areas shall have vision panels unless doors are locked at all times and key is secured. Doors shall be designed to open from both sides.

8. Sufficient lighting shall be provided in all interior rooms to enable visual monitoring of the area at all times.

9. Concave or convex mirrors shall be installed to improve supervision of low visibility areas.

10. Exterior doors, except front entrance doors, not opening onto a fenced area or playground, shall have operating alarms.

11. The reception desk shall be located to permit viewing of the building entrance with an authorized CDP representative to monitor the entrance and exit of all patrons, children and visitors.

12. Playgrounds. All playgrounds shall meet or exceed the basic guidance found in the Consumer Product Safety Commission (CPSC) Handbook for Playground Equipment; the American Society for Testing and Materials, (ASTM F 1487) Standard Consumer Safety Performance Specification for Playground Equipment for Public Use; and the ASTM F 963, Standard Consumer Safety Specifications on Toy Safety.

a. Centers

(1) Outdoor play areas shall be safe for children. Children 24 months or younger shall be provided a separate playground.

(2) Playgrounds shall meet the layout and design guidance provided in reference (h).

(3) Adequate impact materials shall be present under playground pieces.

(4) Playgrounds shall be inspected daily prior to use. A checklist, approved by the Installation Safety Office, shall be created to facilitate this process.

(5) Each playground shall be surrounded by a fence at least (5) feet in height and secured from unauthorized outside entry. The fence shall have gates to admit emergency and maintenance vehicles.

b. FCC/OFCC Homes

(1) While outdoors, children shall be under the direct supervision of the FCC/OFCC provider at all times.

(2) Nearby parks and playgrounds may be used providing the play equipment is safe, free of protrusions, pinch points, sharp edges, hot surfaces, and the play surface is well-drained and free of animal waste.

(3) Fencing around Quarters shall meet installation housing regulations.

5003. YOUTH ACTIVITY FACILITY

1. Youth programs shall primarily take place in appropriately designed, constructed, and equipped youth centers. Facilities shall be designed and located to meet the differing needs of distinctive age groups such as teens, preteens, and school age. Programs and usage shall not be planned to fit designs, rather designs shall fit programs and anticipated usage.

2. Youth programs shall not be confined to youth centers; rather the coordinated use of other appropriate facilities and programs shall be emphasized based on youth needs. If an installation can not support a youth center based on the youth population, then reserved times shall be set aside in other facilities for programs dedicated to the needs of each distinctive age group.

5004. OVERSEAS CONSTRUCTION. In overseas construction, host nation construction criteria or international requirements shall apply if more stringent than above stated requirements.

5005. EQUIPMENT, MATERIALS, AND FURNISHINGS

1. Equipment, materials, and furnishings that are age-appropriate in design, function and size and in adequate quantities as required in ECERS, ITERS, FDCERS, and SACERS shall be provided in every center activity room, playground, and FCC/OFCC home. Items shall meet Consumer Product Safety Commission standards.

2. Infant walkers (to include stationary), feeding corrals, playpens, mechanical swings, toy boxes/chests, other similar hinged equipment, and trampolines shall be prohibited.

3. A cot for CDCs and a cot or mat for FCC/OFCC shall be provided for each child over the age of one year.

4. The following requirements are for center based and private organization CDPs:

a. A stainless steel crib or a crib made of easily sanitized material, with spacing between slats not to exceed 2 3/8 inches, and tight fitting bed linen shall be provided for infants 12 months and under.

b. Wheeled evacuation cribs shall be available to evacuate infants 12 months and under in centers. Appropriate evacuation

procedures shall be established to ensure children 13 to 24 months are safely evacuated.

5. In youth centers, space and equipment shall be provided for a well rounded variety of indoor and outdoor, competitive and noncompetitive, self-directed and organized group activities. Ratios are based on command youth population.

a. Entertainment centers to include activity arcades shall be provided in the following ratios:

(1) <1,000 patrons = 5 games

(2) >1,000 patrons = 10 games

b. One kitchen per youth center.

c. Computers, printers, and software shall be provided in the following ratios:

(1) <1,000 patrons = 4 computers with software, printers, and Internet.

(2) <10,000 patrons = 8 computers with software, printers, and Internet.

(3) >10,000 patrons = 12 computers with software, printers, and Internet.

d. Fitness activity area (outdoor basketball courts) shall be provided in the following ratio:

(1) <1,000 patrons = half basketball court.

(2) >1,000 patrons = whole basketball court.

5006. FIRE, SAFETY, HEALTH AND SANITATION STANDARDS. Facilities (centers, FCC/OFCC homes, alternative facilities) used to provide child care and youth activities shall maintain a safe, healthy and clean environment. Children and youth shall be protected from hazards, potential injuries, and the spread of disease.

1. Fire Standards

a. Facilities shall meet the structural and operational requirements of the NFPA 101 Life Safety Code 1997. CDC's shall

also meet standards as outlined in reference (h) for the type of program for which they are being used. This requirement shall include facilities used for preschools, school-age programs, and private organization programs that are not located in CDC facilities.

b. FCC/OFCC homes shall meet minimum fire protection and life safety requirements as outlined in the NFPA 101 Life Safety Code Manual.

c. All program components, to include centers, FCC/OFCC, and private organizations, shall practice monthly evacuation drills with the children and youth. Records shall be kept of drills.

d. All exits, to include those in centers and homes, shall be free from obstructions and working.

e. FCC/OFCC homes shall have one fire extinguisher rated 2A:10BC and approved by the Local Fire Marshal readily available.

2. Safety Standards

a. Programs shall establish and follow procedures to protect children and youth from harm, unsafe materials and equipment, both indoors and outdoors. Guidance is available in the National Health and Safety Performance Standards, and the DOD Fire, Safety, Health, Child Abuse Program, and Operational Standards.

b. All cleaning products shall be reviewed for use by the appropriate installation representatives. A Material Safety Data Sheet (MSDS) shall be on file for each chemical approved for use.

c. Animals shall be approved by base veterinarian or safety officer before being brought in contact with children. Ferrets, turtles, and parrots shall not be allowed in CDPs.

d. Indoor safety guidelines, as established in references (d) and (j), shall include electrical appliances that meet the Underwriters Laboratory Guidelines, windows above the first floor shall be secured and protected with a barrier, stairways over 3 steps shall have a handrail, floor coverings shall be backed with non-slip materials, electrical outlets shall be the child safety-type or covered by protective covers when not in use, door hardware shall be operable from either side, and storage of firearms and ammunition shall meet standards as established in reference (j). Reference (d) shall be followed.

3. Health and Sanitation

a. Administrative procedures for emergencies and minor health problems shall be established, posted, and available. These procedures shall follow specified criteria established jointly by the Program Director/Administrator and Appropriate Hospital/Medical staff.

b. Appropriate health and sanitation procedures shall be followed for food preparation and serving as outlined in reference (k).

c. In CDCs, FCC/OFCC, SAC, youth and private organizations programs:

(1) Children and youth shall have current age-appropriate immunizations as required by the American Academy of Pediatrics. Religious exemptions shall be authorized.

(2) Upon arrival, children and youth shall be informally screened for illness. Children and youth shall not be admitted with an illness or when exhibiting symptoms of an illness.

(3) Program staff/providers, children and youth shall follow acceptable standards for hand-washing, diapering, and toileting as prescribed for day care by the Center for Disease Control. Separate diaper changing and food handling areas shall be maintained.

(4) Homes, rooms, equipment, and furnishings shall be kept clean and sanitized to reduce the spread of disease.

(5) Children and youth shall be kept in a draft-free room with temperatures of 65 to 75 degrees Fahrenheit with 30 to 70% relative humidity during the winter months, and in a draft-free room with temperatures between 68 to 82 degrees F with 30 to 70% relative humidity during the summer months.

(6) Microwave ovens shall not be used for warming baby bottles or containers of food for infants or toddlers.

(7) Bottles shall not be propped for infant feedings.

(8) Unopened jars of baby food provided by parents shall be identified with the child's name. Bottles shall be labeled with child's name and date of preparation. Prepared bottles shall be kept refrigerated until used then contents shall be disposed of appropriately.

d. Nutritional Requirements

(1) Each program shall provide adequate and nutritious meals and supplements that follow USDA/CACEP guidelines and are prepared in a safe and sanitary manner as outlined in reference (k).

(2) Family style dining procedures shall be practiced.

(3) Cyclical menus and meal/supplement service schedules shall be approved by a dietitian or USDA representative.

(4) Current menus to include supplements and meals shall be posted where parents can view them and substitutions shall be noted before serving.

(5) There shall be no less than two and no more than three hours between meals and/or supplements thus ensuring that, by offering small feedings of nourishing food over the course of the day, the child's daily nutritional needs are met. Breakfast, lunch, and supplements shall be served.

(6) Children with food allergies shall be identified to ensure staff awareness of each specific allergy and appropriate monitoring.

5007. ADDITIONAL NUTRITIONAL GUIDANCE. Additional guidance for food handling and meal/supplement service is provided in the National Health and Safety Performance Standards-Guidelines for Out-of-Home Child Care Programs, available at the local CDC.



MARINE CORPS CHILDREN AND YOUTH PROGRAM

Department Of Defense
INSTRUCTION

December 19, 1996

APPENDIX A

NUMBER 6060.3

ASD (FMP)

SUBJECT: School-Age Care (SAC) Program

References: (a) DoD Directive 1342.17, "Family Policy," December 30, 1988
(b) DoD Instruction 6060.2, "Child Development Programs," January 19, 1993
(c) DoD Directive 4001.1, "Installation Management," September 4, 1986
(d) DoD 5025.1-M, "DoD Directives System Procedures," August 1994, authorized by DoD Directive 5025.1, June 24, 1994
(e) through (n), see enclosure 1

A. PURPOSE

This Instruction:

1. Implements policies, and assigns responsibilities and procedures for operation of SAC programs for eligible minor children of DoD military and civilian personnel, in accordance with references (a) through (n).
2. Requires Military Departments and Defense Agencies to ensure that all DoD installations develop policies under which children residing on or in a DoD facility or installation can be left alone to care for themselves, otherwise known as a "home alone" policy or "self-care." (See definition 19 of enclosure 2.)
3. Authorizes publication of the "DoD SAC Employee Training Modules," DD Form 2693, "Certificate to Operate SAC programs;" and DD Form 2646, "Annual Summary of SAC Program Report," consistent with reference (d).

B. APPLICABILITY AND SCOPE

This Instruction applies to:

1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard when it is operating as a Service of the Navy, and when it is operating as a Service of the Department of Transportation (DoT) by agreement with the DoT.
2. SAC programs sponsored or operated by or for the Department of Defense for military and DoD civilian personnel and located on a military

installation or property under 10 U.S.C. 113 note (reference (e)), under the jurisdiction of any DoD Component or located in donated space in a facility such as a local public school.

C. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

D. POLICY

It is DoD policy that:

1. The purpose of SAC programs offered by the DoD Components is to assist DoD military and civilian personnel in balancing the competing demands of family life and accomplishment of the DoD mission and to improve the economic viability of the family unit. SAC is not considered an entitlement.

2. On military installations and in other DoD Component facilities, the DoD Components shall provide SAC programs, or alternatives, to military members and DoD civilian personnel. SAC programs shall provide safe, supervised, healthy, accountable, and age-appropriate environments for children in grades kindergarten through 6, ages 5 through 12, that meets documented community needs and are based on reasonable and affordable fees for services charged to eligible parents.

a. The primary sponsors of DoD SAC programs are youth programs (YP) and child development services (CDS) programs. The DoD Components are encouraged to provide resource and referral (R&R) services to refer eligible patrons to programs in the civilian community when SAC space is limited on the DoD installation or when the majority of parents live off the installation and it is unreasonable for them to use SAC programs on the installations.

b. Programs should complement, rather than duplicate, the school day. Emphasis should be placed on SAC programs that meet community needs, reinforce family values, and emphasize the unique value of each child through individual and group activities that promote the cognitive, social, emotional, and physical development of children.

c. The installation commander shall provide a SAC program that regardless of physical location:

(1) Enhances or reinforces academic skills, recreational lifelong skills, avocations, and interests to promote individual achievement for each child.

(2) Fosters resilient and self-sufficient families and enhances military readiness by providing services that reduce work-life conflicts.

(3) Emphasizes the unique value of each child, by providing appropriate guidance, promoting positive attitudes, and enhancing or reinforcing self-worth.

(4) Provides quality training, program guidance, and direction to program managers, paid staff, volunteers, and parents.

(5) Meets identified school-age children, and family needs as measured through a needs assessment and expands collaboration among organizations both on- and off-installation to better meet community requirements.

(6) Provides affordable and quality school-age care programs and activities that offer supervised individual and group activities.

d. Eligible patrons include active duty military personnel, DoD civilian personnel paid from either appropriate funds (APF) or non-appropriated funds (NAF), Reservists on active duty or during inactive duty training, and DoD contractors. The first priority is for active duty military, including reservists on active duty and DoD civilian personnel. Each installation commander and Defense Agency Director and/or commander shall establish a priority system under which access to SAC programs shall be determined. In all cases, first priority shall be given to children enrolled in K through grade 6 of active-duty military and DoD civilian personnel who are either as follows:

(1) Single parents; or

(2) Whose spouse is employed on a full- or part-time basis, or enrolled in school outside the home, or is a military member on active duty. Installation commanders and Defense Agency Directors and/or commanders shall determine on a case-by-case basis whether a spouse employed on a full-time basis by working in the home qualifies for first priority treatment. The installation commander or Defense Agency Director and/or commander shall make a statement of those priorities available to all eligible patrons seeking enrollment of their children in DoD SAC programs.

e. Wherever the demand for SAC programs exceeds an installation's capacity, the installation commander or Defense Agency Director shall take steps to expand availability of SAC through use of referrals to community programs located off the installation. The commander may use other available methods such as participation in consortiums with other off-installation State or Federal Agencies.

f. Each DoD Component providing SAC programs shall operate, maintain, and fund those programs with a combination of direct APFs and NAFs. APFs may be used for equipment, supplies, custodial services, utilities, food, training, travel, and transportation APFs shall be used for the salary expense of the SAC employees including the director, staff and administrative support when such services are provided by DoD civilian personnel that are classified as appropriated fund employees. NAFs shall be used for the salary expense for SAC employees that are classified as nonappropriated fund employees. Section D does not apply to SAC programs located in Child Development Centers (CDCs) that are the result of a long-term facilities contract under 10 U.S.C. 2809 (reference (g)) or a lease purchase agreement under

section 2812 of reference (g) when such agreements were entered into before the date of publication of this Instruction. The installation commander or Defense Agency Director concerned shall ensure that parent fees cover the NAFs direct costs to operate the program. The use of section 2812 of reference (g), NAP, other than parent fees, to pay daily operating expenses is discouraged.

g. On an annual basis, the Assistant Secretary of Defense for Force Management Policy (ASD(FMP)), in coordination with the OUSD (Comptroller), shall develop for USD (Comptroller) promulgation sliding fee ranges based on total family income for use at all SAC facility-based programs. The sliding fee ranges shall be uniform throughout the Department of Defense for all children who attend the SAC on a regular basis. Those fees shall include the cost of snacks and meals, if provided.

h. DoD SAC programs shall comply with DoD Instruction 1402.5 and DoD Directive 6400.1 (references (h) and (i)). It is DoD policy to provide comprehensive programs to prevent child abuse and promote early identification and reporting of cases of alleged child abuse or neglect.

i. Programs and activities conducted under this Instruction shall comply with DoD Directive 1020.1 (reference (j)). No otherwise qualified person with a disability shall be subjected to discrimination by a DoD SAC program. That includes children with disabilities who meet the essential eligibility requirements for SAC program services and parents with disabilities whose children are receiving or seeking SAC program services.

j. Each SACs program shall keep on file relevant emergency care information from the "Family Care Plan" (reference (k)) for each child who is enrolled on a regular basis, and whose sponsor is active duty military and is required to have a "Family Care Plan."

k. The DoD Components shall ensure that all DoD installations develop a policy that addresses the ages and circumstances under which a child under the age of 12 can be left at home alone without adult supervision. Those policies shall take into consideration applicable laws and ordinances of the states or countries in which they are located.

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense for Force Management Policy shall:

a. Prescribe policies and guidelines for SAC programs on DoD installations and in DoD-owned or -leased facilities, or in DoD-funded programs.

b. Ensure that all DoD SAC program publications are published in accordance with this Instruction and DoD 5025.1-M (reference (d)).

c. Issue SAC program standards and monitor compliance.

2. The Heads of the DoD Components shall ensure that

Dec 19, 96
6060.3

a. SAC programs are operated in accordance with this Instruction and shall monitor local compliance with DoD policy in accordance with DoD requirements.

b. Responsibility for compliance with this Instruction rests with the activity providing funding for the SAC. Each such DoD activity shall provide implementing guidance for this Instruction.

c. All SAC program personnel are trained pursuant to this Instruction (enclosure 3).

d. An annual summary of operation reports shall be completed at the end of each fiscal year by each Military Service and DoD Agency Director and/or commander. Reports are to be submitted to the Office of the ASD(FMP) by December 15 of each year.

e. Issue minimum safety, health, and operating standards and ensure compliance with those standards

F. PROCEDURE

Procedural guidance is in enclosure 3.

G. INFORMATION REQUIREMENTS

The information requirement contained in this instruction is assigned Report Control Symbol DD-P&R(A)1954, expiration September 13, 1997.

H. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense for Force Management Policy within 120 days.


F. Pang

Enclosures - 3

1. References
2. Definitions
3. DoD Requirements for the Establishment and Operation of SAC Programs

REFERENCES, continued

- (e) Section 113 of title 10, United States Code note
- (f) DoD Directive 1015.1, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities," August 19, 1981
- (g) Sections 2809 and 2812 of title 10, United States Code
- (h) DoD Instruction 1402.5, "Criminal History Background Checks on Individuals in Child Care Services," January 19, 1993
- (i) DoD Directive 6400.1, "Family Advocacy Program," June 23, 1992
- (j) DoD Directive 1020.1, "Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense," March 31, 1982
- (k) DoD Instruction 1342.19, "Family Care Plans," July 13, 1992
- (l) DoD 6060.1 -M-1 8, "Prevention of Child Abuse and Neglect in Child Care Settings," August 1988, authorized by DoD, 6060.10, "Training Manuals for Child Care Givers on DoD Installations," January 19, 1981
- (m) National Fire Protection Association (NFPA) 101, "Life Safety Code," 1991
- (n) Title 7, Code of Federal Regulations, Part 226, "Child and Adult Care Food Program," current edition

¹Available from National Fire Protection Association, 1 Battery March Park, Quincy, MA 0226

DEFINITIONS

1. Appropriated Fund (APF) Direct Costs. Direct costs are those costs that are clearly identified to a product or output and are totally related to the output, such as hands-on labor or material used in a product. First-line supervision over a function in sole support of a specific output is considered a direct cost. Similarly, second-line supervision may also be considered a direct cost if solely in support of a specific output. Second-line supervision and activities above second line that do not provide direct benefits to a specific output are considered indirect costs. APF general and administrative costs for headquarters, regional offices, or Support activities are not considered direct costs.
2. APF Employees. Civilian personnel hired by the DoD Components and paid by APFs. This includes temporary employees who are 18 years or older.
3. APF General and Administrative (G&A Expenses. G&A expenses are overhead costs that cannot be reasonably associated with any particular outputs and are located over all of the outputs. G&A costs generally include functions such as the local comptroller, installation security, facilities engineering, legal services, fire protection, utilities, custodial services, refuse collection, snow removal, and similar types of base support functions.
4. APF Indirect Costs. Indirect costs are those mission costs that benefit two or more outputs but not all outputs. Costs that benefit all outputs are general and administrative expenses.
5. Child Development Center (CDC). A facility on a DoD installation at which child care services are provided solely for children of members of the Armed Forces or DoD civilians who are age birth to 12 years and that is operated by the Secretary of a Military Department. Includes facilities operated on a contractual basis under 10 U.S.C. 2809 and 2812 (reference (g)).
6. DoD Certificate to Operate. A certificate issued to each DoD SAC program, after the program has been inspected by a representative(s) of the higher headquarters or a major command who has expertise in SAC programs when the program is found to be in compliance with DoD policy.
7. Child Development Program. Child care services for children of DoD personnel, aged birth through 12 years, provided in Child Development facilities, to include contract locations, family child care home, and alternative locations. Care may be provided on full-day, part-day, or hourly basis. Care is designed to protect the health and safety of children and to promote their physical, social, emotional, and cognitive development and to enhance children's readiness for later school experience.
8. DoD Child Abuse and Safety Hotline. Continental United States (CONUS) and Outside the CONUS, 1-800 numbers that reach the ASD(FMP) to report suspected child abuse or safety violations in DoD Child Development and Youth Programs.

9. DoD Facility. A building, structure, or other improvement to real property owned or leased by DoD.
10. DoD Installation. A base, camp, post, station, yard, center, or homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility.
11. Facility-Based Program. Refers to SAC programs that are provided in centralized facilities and does not include FCC homes.
12. Family Child Care (FCC). Home-based child care services that are provided for members of the Armed Forces and DoD civilian personnel by an individual who is certified by the Secretary of the Military Department concerned or Defense Agency Director and/or commander concerned as qualified to provide those services and who provides those services for 10 hours or more each week for children on a regular basis for compensation. Also referred to as "Family Home Day Care," "Family Home Care," and "Family Day Care."
13. Nonappropriated Funds (NAF). Employees Civilian personnel hired by the DoD Components and compensated from NAFs as defined in DoD Directive 1015.1 (reference (f)). This includes temporary employees 18 years or older.
14. Parent. The biological father or mother of a child; or a person who, by order of a court of competent jurisdiction, has been declared the father or mother of a child by adoption; or the legal guardian of a child; or a person in whose household a child resides, if such person stands in loco parentis to that child and contributes at least one-half of the child's support.
15. Parent Fee Receipts. NAFs derived from fees paid by members of the Armed Forces, DoD civilian personnel, and other authorized users for child care services provided at a military SAC site. Also referred to as "user fees" or "fee receipts."
16. Resource and Referral (R&R). A service that provides information about child and youth services on and off the installation to meet patrons' child care needs and to maximize use of available sources for YPs.
17. School-Age Care (SAC) Program. Programs providing supervised and accountable activities to school-age children (K through sixth grade) before- or after-school (full-day camps may be provided as an alternative). Includes programs that complement half-day K. SAC programs can be located in youth centers, CDCs, schools, chapels, or other installation facilities that meet fire, health, and safety requirements. This does not include SAC provided in FCC homes.
18. School-Age Children. Children attending K through sixth .
19. Self Care. Care where the child is responsible for himself or herself and generally includes children who are responsible for themselves before- or after-school, during school vacations, and holidays. Sometimes referred to as "latch-key children" because those children let themselves into their own homes.

20. Staff to Child Ratio. The number of children for whom an individual SAC staff member shall be responsible. Staff to child ratios vary according to different age groups.

21. Total Family Income. Included all earned income including wages; salaries; tips; long-term disability benefits; voluntary salary deferrals; quarters allowances, subsistence allowances, and in-kind quarters and subsistence received by military members; pay for service in a combat zone; and anything else of value, even if not taxable, that was received for providing services. "Quarters allowances and "subsistence allowance" mean the basic allowance for quarters and the basic allowance for subsistence received by military personnel (for grade and status) and the value of meals and lodging furnished in-kind to military personnel residing on military installations.

22. Unmet Need. The number of children whose parents cannot work outside the home because affordable, quality SAC programs are not available.

23. Waiting List. List of children waiting for a SAC space and whose parents have requested space in a SAC Program when none is available or who are currently served in a program that is either not affordable or not of good quality.

24. Youth Center. A facility, or part of a facility, located on a military installation or in military family housing, the primary purpose of which is to provide youth programs for children ages K-18 of military members of the Armed Forces and DoD civilians.

25. Youth Program. A full range of community-based educational, social, cultural, recreational, and physical activities that promote the healthy development and transition to adulthood. The Youth Center serves as the "hub" for most activities.

DOD REQUIREMENTS FOR THE ESTABLISHMENT
AND OPERATION OF SAC PROGRAMS

A. GENERAL POLICY

1. The DOD Components shall establish SAC programs for children enrolled in K through grade 6. Programs may include before- and/or after-school care (full-day camps may be provided as an alternative). Programs may be located in youth centers, schools, chapels, FCC homes and CDCs, or other facilities that meet the requirements of this Instruction. SAC programs may be located solely in CDCs only if the need for full-day child care for children ages birth through 5 years has been met, as required in DOD Instruction 6060.2 (reference(b)). Care for school-aged children offered in Family Child Care Homes shall follow the guidelines established in reference (b).

2. Installation commanders are encouraged to provide Resource and Referral programs for parents who live off the installation or whose children attend schools off the installation.

3. Installations are encouraged to provide transition and self-care programs to assist parents whose children are old enough to begin self-care.

4. All SAC programs shall have standard operating procedures that comply with DoD 6060.1-M-18 (reference (1)) for reporting suspected cases of child abuse. Those procedures shall be coordinated with the installation staff Judge Advocate and the Family Advocacy Program Office and shall comply with all State and local reporting requirements, as applicable.

5. All SAC employees and volunteers shall be trained on child abuse prevention, identification, and reporting requirements. Each program shall ensure that the DoD child abuse and safety hotline telephone number is posted in a highly visible area where parents have easy access to the telephone number and the number is published in parent handbooks and other brochures.

6. All DoD Components that sponsor SAC programs shall ensure the employees have completed "Criminal History Background Checks" as required in DoD Instruction 1402.5 (reference (h)). All persons working in SAC programs shall be screened to ensure no conviction of, admission, or evidence of acts of child abuse, molestation, neglect, or drug or alcohol abuse. Personal, professional, and educational references shall be reviewed before employment. A National Agency Check (NAC) or NAC Inquiry must be initiated on employment. Parents who are volunteering in their child's SAC program need not be screened.

7. Each DoD Component shall issue guidelines for the training, screening, and supervision of volunteers in SAC programs. All regularly scheduled volunteers shall be trained in the following: program orientation; child abuse identification; reporting and prevention; age appropriate guidance and discipline; child health and safety; applicable regulations and installation policy; age-appropriate activities; and the role of the volunteer in the SAC Program.

B. PROGRAM SPONSORSHIP AND LOCATION

The DoD Components may establish SAC programs as a sub-activity of the YP or the CDS Program or as a stand alone program.

1. The facility should be located and designed to support the program and ensure the protection of children and youth. Facilities shall meet the National Fire Protection Associations (NFPA) 101, Life Safety Code standards (reference (m)) for educational occupancy. A fire safety engineer shall determine suitability of a facility for SAC programs. Alter the facility or space has been approved (certified) for use by a SAC program, the facility need not be reevaluated as long as the use of the facility does not change or until the facility is modified structurally.

2. When SAC programs also use a large multipurpose room (such as those located in many youth centers), the occupancy load shall be established by a fire safety engineer. Each self-contained activity room shall have a minimum of 35 square feet of usable space for each child. Physical activity space must be provided indoors and access to such spaces must be provided outdoors. New facilities should be constructed to include indoor and outdoor physical program areas.

C. STAFF TO CHILD RATIOS

1. Staff to child ratios shall be no less than one adult for 15 children. Volunteers may not be counted in the staff to child ratios.

2. Children may be released only to their parents or a parent designee unless signed permission is given by the parent allowing the child self-release for a specific organized activity. such as participation in sports programs or lessons. Routine self-release procedures must be consistent with the installation's self-care policy.

D. STAFFING

1. SAC programs shall be operated and administered by professional, competent and functionally trained personnel. At least two paid staff members shall be present whenever children are in the facility.

2. Each SAC program shall implement a training program for all staff and management

3. All newly hired staff shall complete 36 hours of training within 1 year of beginning work. Training shall include, at a minimum, in-depth training on the following:

- a. Applicable regulations and installation policies.
- b. Health and safety.

- c. Child abuse identification, reporting, and prevention.
- d. Age-appropriate guidance and discipline.
- e. School-age child development to include all facets of appropriate programming.
- f. Cardiopulmonary resuscitation and other medical emergency procedures.
- g. Nutrition and meal service.
- h. Fire prevention and emergency procedures.
- i. Parent and family relations.

4. On-going training shall include a minimum of 24 hours each year of training and shall include the DoD SAC Training Modules or DoD Component-approved equivalent.

E. OPERATIONAL OVERSIGHT

1. The DoD Components shall establish procedures for inspection of SAC programs and certify compliance with the requirements established in this Instruction. It is DoD policy that after October 1, 1997, all SAC programs operated by or for the DoD Components are included in those inspections.

2. The commander shall appoint a comprehensive multi-disciplinary team that includes a representative with expertise in SAC programs, a parent, a fire expert, a safety expert, a health expert, and an installation command representative that shall inspect each program at least annually. Each DoD Component shall establish criteria that determine the qualifications for local inspections. Each inspection shall be unannounced and conducted at intervals to ensure that both the SAC summer program and school-year programs are inspected at least annually. One of these inspections may be part of the annual multi-disciplinary team inspection of the CDS program.

3. There shall be at least one annual unannounced inspection conducted by a higher headquarters representative designated to perform program inspections. The first inspection of each program shall be completed by October 1, 1998.

a. The higher headquarters representative designated to perform program inspections shall possess a knowledge of school-age programs and qualifications in child development, youth agency administration, youth recreation, physical education, home economics, elementary education, or special education.

b. In response to each inspection, the installation shall develop a corrective action plan that addresses any deficiencies found during the inspection.

4. Certification of Programs. Each DoD Component shall forward the results of the higher headquarters inspections required by this Instruction to the ASD(FMP) annually by October 1. The DoD Component is authorized to issue a "Certificate to Operate" the SAC program to those SAC programs that are in compliance with DoD standards. Each SAC program shall display that certificate in a prominent location. If at any time it is determined that a SAC program is not in compliance with this Instruction, the DoD Component shall notify the ASD(FMP) and advise the responsible command that it must meet the standards in the time specified in paragraph E.6.d., below.

5. The ASD(FMP) shall periodically make unannounced visits to selected SAC programs to review compliance with this Instruction. The ASD(FMP) may use other means besides the procedures in this subsection to monitor SACs and ensure compliance with this instruction.

6. Remedies for Violations

a. The installation commander or Defense Agency Director, and/or commander shall ensure any life-threatening violation of this Instruction or other safety, health, and child welfare laws or regulations (discovered at an inspection or otherwise) is remedied at a DoD SAC program immediately or he or she shall close the facility or affected parts of the facility.

b. For a violation that is not life-threatening, the commander of the major command under which the installation concerned operates, or the Defense Agency Director under which the installation concerned operates, may waive the requirement that the violation be remedied immediately for up to 90 days beginning on the date of discovery of the violation.

c. If the violation is not remedied by the end of that 90-day period, the DoD program, or parts involved, shall be closed until the violation is remedied.

d. The appropriate Deputy Assistant Secretary of the Military Department or the Defense Agency Director and/or commander concerned may waive the preceding sentence (paragraph E.6.c.), and authorize the program to remain open in a case in which the violation cannot reasonably be remedied in the 90-day period or in which major facility reconstruction is required, if alternative equivalencies or a comprehensive corrective action plan is implemented and approved by higher headquarters.

F. FOOD SERVICE

1. All meals and snacks provided by the SAC program shall meet the nutrition and meal component requirements established by the U.S. Department of Agriculture Child and Adult Care Food Program (USDA CACFP). Enrollment in the USDA CACFP is encouraged.

2. The DoD Components shall establish policies for meals provided by parents. If meals are provided by parents, food storage and handling procedures shall be approved by local health and sanitation authorities.

| DEPARTMENT OF DEFENSE SCHOOL AGE PROGRAM ANNUAL SUMMARY OF OPERATIONS | | | | REPORT CONTROL SYMBOL | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| INSTRUCTIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Complete the following information for your Services. If the information is available for Reserve and other school age programs under your Service's jurisdiction, complete a separate form. Date of record for specific entries noted by an asterisk (*) is the last Wednesday in September of each fiscal year. Reporting period is Fiscal Year (last October 1 to current September 30). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. BRANCH OF SERVICE | | 2. DATE OF REPORT (YYYYMMDD) | | 3. TOTAL INSTALLATIONS PROVIDING SCHOOL AGE CARE (SAC) | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. LOCATION OF PROGRAMS <i>(X all that apply)</i> | | | 5. TOTAL ONE TIME CAPACITY OF ALL SCHOOL AGE PROGRAMS* | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> a. CHILD DEVELOPMENT PROGRAMS ONLY <input type="checkbox"/> b. YOUTH PROGRAMS ONLY <input type="checkbox"/> c. SCHOOLS ONLY <input type="checkbox"/> d. BOTH CHILD DEVELOPMENT AND YOUTH PROGRAMS <input type="checkbox"/> e. OTHER <i>(Specify)</i> | | | <input type="checkbox"/> a. CHILD DEVELOPMENT CENTERS <input type="checkbox"/> b. FAMILY CHILD CARE <input type="checkbox"/> c. YOUTH PROGRAMS <input type="checkbox"/> d. SCHOOLS <input type="checkbox"/> e. OTHER <input type="checkbox"/> f. TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. NUMBER OF YOUTH ENROLLED | | | 7. ATTENDANCE ON DATE OF RECORD* | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. CHILD DEVELOPMENT PROGRAMS (1) CHILD DEVELOPMENT CENTERS (2) FAMILY CHILD CARE b. YOUTH PROGRAMS c. VACATION DAY CAMPS d. OTHER | | | a. CHILD DEVELOPMENT PROGRAMS (1) CHILD DEVELOPMENT CENTERS (2) FAMILY CHILD CARE b. YOUTH PROGRAMS c. OTHER | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CIVILIAN (a) | | | MILITARY (b) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:50%;"></td><td style="width:50%;"></td></tr> </table> | | | | | | | | | | | | | <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:50%;"></td><td style="width:50%;"></td></tr> </table> | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. NUMBER OF CHILDREN ENROLLED WITH SPECIAL NEEDS | | | 9. NUMBER OF CHILDREN ON WAITING LIST | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. WAITING LIST BY AGE GROUP | | | 11. NUMBER OF INSTALLATIONS THAT OFFER: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. 5 - 8 YEARS b. 9 - 12 YEARS c. SPECIAL NEEDS, 5 - 8 YEARS d. SPECIAL NEEDS, 9 - 12 YEARS | | | a. BEFORE SCHOOL b. AFTER SCHOOL c. BEFORE AND AFTER SCHOOL d. VACATION DAY CAMP (1) FULL DAY (2) HALF DAY e. CHECK-IN | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. PLACEMENT INFORMATION FOR FISCAL YEAR <i>(Average placement time in months)</i> | | | 13. FISCAL YEAR FINANCIAL DATA <i>(Total dollars in millions)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | a. APPROPRIATED FUND (APF) SUPPORT <i>(Excluding common support and utilities)</i> b. INCOME FROM PARENT FEES c. NON-APPROPRIATED FUND (NAF) EXPENDITURES d. NAF SUBSIDY <i>(NAF expenses over and above parent fees and excluding depreciation)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. SCHOOL AGE CARE DIRECTORS* | | | 15. TOTAL NUMBER OF OTHER SCHOOL AGE STAFF | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL POSITIONS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. APF b. NAF c. CONTRACT | | | 16. CERTIFICATION* a. NUMBER OF SAC PROGRAMS DOD CERTIFIED b. NUMBER OF WAIVERS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. USER DATA <i>(Average users by income category)</i> | | | 18. USDA FOOD PROGRAM ENROLLMENT DATA | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. CATEGORY I b. CATEGORY II c. CATEGORY III | | | a. NUMBER OF PROGRAMS ENROLLED <i>(Excluding FCC)</i> b. TOTAL ANNUAL REIMBURSEMENT | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr> <tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr> <tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr> </table> | | | | | | | | | | | | | | | <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr> <tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr> <tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr> </table> | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19. REMARKS <i>(Use this space to clarify answers. Continue on back if necessary.)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

DD



**DEPARTMENT OF DEFENSE
CERTIFICATE TO OPERATE**

**THE
SCHOOL AGE CARE PROGRAM
AT**

This Certification complies with DODI 1015.aa, "School Age Care (SAC) Program" and is authorized to provide School Age Care Program services

until _____

Deputy Assistant Secretary of Defense

Service DAS or Defense Agency Director

T



MARINE CORPS CHILDREN AND YOUTH PROGRAM

Department Of Defense

DIRECTIVE

APPENDIX B

NUMBER 1020.1
March 31, 1982

Administrative Reissuance Incorporating Change 1, November 16, 1994

ASD (MRA&L)

SUBJECT: Nondiscrimination on the Basis of Handicap in Programs and
Activities Assisted or Conducted by the Department of Defense

- References:
- (a) Section 504 of Public Law 93-112, "Rehabilitation Act of 1973," September 26, 1973 (29 U.S.C. 794) (1976)
 - (b) Section 111 of Public Law 93-516, "Rehabilitation Act Amendments of 1974," December 7, 1974 (29 U.S.C. 706, 780, 790) (1976)
 - (c) Section 119 of Public Law 95-602, "Rehabilitation, Comprehensive Services, and Developmental Disabilities Amendments of 1978," November 6, 1978 (29 U.S.C. 794) (Supp. III 1979)
 - (d) Department of Justice Regulation, "Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap in Federally Assisted Programs," August 11, 1981 (28 CFR 41)
 - (e) Title 44, United States Code, Chapter 35

1. PURPOSE

This Directive implements references (a) through (d) to prohibit discrimination based on handicap in programs and activities receiving Federal financial assistance disbursed by the Department of Defense and in programs and activities conducted by the Department of Defense.

2. APPLICABILITY AND SCOPE

2.1. This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, the National Guard Bureau, and the Defense Agencies thereafter referred to as "DoD Components") insofar as they:

2.1.1. Disburse Federal financial assistance to programs and activities that affect handicapped persons in the United States and that are covered by this Directive (see section E1.1.2., enclosure 1); or

2.1.2. Conduct programs and activities that affect handicapped persons in the United States and that are covered by this Directive (see section E1.1.3., enclosure 1).

2.2. This Directive also applies to each recipient of Federal financial assistance disbursed by the Department of Defense and to each program and activity that receives or benefits from such assistance, insofar as such recipient, program, or activity affects a handicapped person in the United States.

3. DEFINITIONS

Terms used in this Directive are defined in enclosure 2.

4. POLICY

It is DoD policy that no qualified handicapped person shall be subjected to discrimination on the basis of handicap under any program or activity that receives or benefits from Federal financial assistance disbursed by a DoD Component or under any Federal program or activity that is conducted by a DoD Component. Guidelines for determining actions that discriminate against handicapped persons are prescribed in enclosure 3.

5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (ASD(MRA&L)), or designee, shall monitor compliance with this Directive. In discharging this responsibility, the ASD(MRA&L), or designee, shall:

5.1.1. Coordinate efforts of DoD Components to enforce this Directive.

5.1.2. Assist in the development of standards and procedures promulgated pursuant to enclosures 3, 4, and 5 of this Directive.

5.1.3. Perform the responsibilities assigned to the ASD(MRA&L) in enclosures 3, 4, and 5 of this Directive.

5.1.4. Otherwise assist DoD Components in implementing this Directive.

5.2. The Heads of DoD Components shall comply with this Directive. In discharging this responsibility, they shall:

5.2.1. Designate a policy-level official to ensure compliance with this Directive, receive and investigate complaints filed under this Directive, and otherwise manage DoD Component responsibilities under this Directive.

5.2.2. Notify the ASD(MRA&L), or designee, of the name, position, location, and telephone number of persons selected by them to be policy-level officials within 15 calendar days of such a selection.

5.2.3. Issue guidelines pursuant to enclosure 4 of this Directive.

5.2.4. Cooperate fully with the ASD(MRA&L), or designee, in that official's performance of the responsibilities assigned herein, including furnishing to the ASD(MRA&L), or designee, in a timely fashion any requested reports and information.

5.2.5. Assign sufficient personnel to implement and to ensure effective enforcement of this Directive.

6. ASSURANCES REQUIRED AND PROCEDURES

See enclosures 3, 4, and 5.

7. INFORMATION REQUIREMENTS

7.1. Each DoD Component shall maintain a log of all complaints that are filed with it or its recipients under this Directive. The log shall contain the complainant's name (last name, first, and middle initial) and address (street address, city, State, and zip code), the recipient's name (if this refers to a person, last name, first, and middle initial) and address (street address, city, State, and zip code), the nature of the complaint, and the current status of the complaint investigation or resolution. Each DoD Component shall submit a narrative summary report on complaints by memorandum to the ASD(MRA&L), or designee, before July 15 and January 15 of each year. This reporting requirement has been assigned Report Control Symbol DDM(SA) 1596.

7.2. Each DoD Component shall submit a narrative report by memorandum to the ASD(MRA&L), or designee, whenever, pursuant to enclosure 4 of this Directive, the DoD Component notifies an applicant or recipient that noncompliance with this Directive is indicated. The report shall include the recipient's name (if this refers to a person, last name, first, and middle initial) and address (street address, city, State, and zip code), the date (YYMMDD) and nature of the finding, and the name of the applicable Federally assisted program or activity. This reporting requirement has been assigned Report Control Symbol DD-M(AR)1597.

7.3. The recordkeeping requirements contained in subsection E4.3.2., enclosure 4, have been approved by the Office of Management and Budget (OMB) under 44 U.S.C. Chapter 35 (reference (e)) and have been assigned OMB No. 0704-0102.

18. EFFECTIVE DATE

This Directive is effective June 1, 1982.



Frank C. Carlucci
Deputy Secretary of Defense

Deputy Secretary of Defense

Enclosures - 5

- E1. Programs and Activities Subject to This Directive
- E2. Definitions
- E3. Guidelines for Determining Discriminatory Practices
- E4. Ensuring Compliance with This Directive in Federal Financial Assistance Programs and Activities
- E5. Ensuring Compliance with This Directive in Programs and Activities Conducted by the Department of Defense

E1. ENCLOSURE 1
PROGRAMS AND ACTIVITIES SUBJECT TO THIS DIRECTIVE

E1.1.1. This Directive applies to all DoD Components and recipients of Federal financial assistance disbursed by a DoD Component insofar as the programs and activities of the DoD Components and recipients affect handicapped persons in the United States. Existing programs and activities that are assisted or conducted by a DoD Component and that are subject to this Directive but do not appear in section E1.1.2. or E1.1.3., below, are covered even though not listed. DoD Components must report new programs and activities that are subject to this Directive to the ASD(MRA&L), or designee, within 15 calendar days of their creation or funding.

E1.1.2. Federal financial assistance programs subject to this Directive include:

E1.1.2.1. Title 32, United States Code, Sections 101-716(1976 and Supp. III 1979): the Army and Air National Guard.

E1.1.2.2. Title 40, United States Code, Sections 483,484, and 512 (1976); title 49, United States Code, Sections 1101 and 1107 (1976); and title 10, United States Code, Sections 2541, 2544, 2571, 2576, 2662, 7308, 7541, 7542, 7545, 7546, and 7547 (1976 and Supp. IV 1980): various programs involving the loan or other disposition of surplus, obsolete, or unclaimed property.

E1.1.2.3. Title 10, United States Code, Sections 4307-4311(1976), and the annual Department of Defense Appropriations Act: National Program for the Promotion of Rifle Practice.

E1.1.2.4. Secretary of the Navy Instruction 5720.19E, "Navy Science Cruiser Program," February 24, 1977.

E1.1.2.5. Title 10, United States Code, Section 9441 (1976 and Supp. IV 1980): Civil Air Patrol.

E1.1.2.6. Title 41, United States Code, Sections 501-509 (Supp. III 1979): Federal grants and cooperative agreements.

E1.1.2.7. Title 33, United States Code, Section 426 (1976 and Supp. III 1979): Army Corps of Engineers participation in cooperative investigations and studies concerning the erosion of shores of coastal and lake waters.

E1.1.2.8. Title 33, United States Code, Sections 426e-426h (1976): Army Corps of Engineers assistance in the construction of works for the restoration and protection of shores.

E1.1.2.9. Title 16, United States Code, Section 460d (1976): construction and operation of public park and recreational facilities in water resource development projects under the administrative jurisdiction of the Department of the Army.

E1.1.2.10. Title 33, United States Code, Section 701c-3 (1976): payment to States of lease receipts from lands acquired by the United States for flood control, navigation, and allied purposes.

E1.1.2.11. Title 33, United States Code, Sections 558c and 702d-1 (1976); title 10, United States Code, Sections 2668 and 2669 (1976); title 43, United States Code, Section 961(1976); and title 40, United States Code, Section 319 (1976): grants of easements without consideration, or at a nominal or reduced consideration, on land under the control of the Department of the Army at water resource development projects.

E1.1.2.12. Title 33, United States Code, Sections 540 and 577 (1976): Army Corps of Engineers assistance in the construction of small boat harbor projects.

E1.1.2.13. Title 33, United States Code, Section 701s (1976): emergency bank protection works constructed by the Army Corps of Engineers for protection of highways, bridge approaches, and public works.

E1.1.2.14. Title 33, United States Code, Section 633 (1976): Army Corps of Engineers contracts for the protection, alteration, reconstruction, relocation, or replacement of structures and facilities.

E1.1.2.15. Title 50, United States Code, Section 453 (1976): Defense Logistics Agency loans of industrial equipment to educational institutions (Tools for Schools).

E1.1.2.16. Title 33, United States Code, Section 610 (1976): provision of specialized services or technical information by the Army Corps of Engineers to State and local governments for the control of aquatic plant growths in rivers, harbors, and allied waters.

E1.1.2.17. Title 42, United States Code, Section 1962d-16 (1976):

provision of specialized services by the Army Corps of Engineers to any State for the preparation of comprehensive plans for drainage basins located within the boundaries of said State.

E1.1.2.18. Title 33, United States Code, Section 603a (1976): provision of specialized services by the Army Corps of Engineers to improve channels for navigation.

E1.1.2.19. Title 33, United States Code, Section 701g (1976): provision of specialized services by the Army Corps of Engineers to reduce flood damage.

E1.1.2.20. Title 24, United States Code, Sections 44c and 47 (1976): United States Soldiers' and Airmen's Home.

E1.1.2.21. Title 10, United States Code, Chapter 55, as implemented by DoD 6010.8 -R, "Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)," January 10, 1977.

E1.1.3. All programs and activities conducted by the Department of Defense that affect handicapped persons in the United States are subject to this Directive. They include:

E1.1.3.1. Promulgation of rules and regulations for public comment in a manner that grants handicapped persons a reasonable opportunity for such comment (such as by making cassette recordings of proposed rules).

E1.1.3.2. Public meetings, conferences, or seminars sponsored or conducted by a DoD Component but held in non-Government buildings.

E1.1.3.3. Public meetings, conferences, or seminars sponsored or conducted by a DoD Component or by a non-DoD organization but held in a DoD building.

E1.1.3.4. Open houses, memorial services, tours, or other ceremonies held on or in DoD property.

E1.1.3.5. Military museums.

E1.1.3.6. Historic vessels.

E1.1.3.7. Historic buildings and properties maintained by a DoD Component and properties designated as historic under a statute of the appropriate State or local

DODD 1020.1, March 31, 1982

governmental body.

E1.1.3.8. Schools operated by the Department of Defense within the United States pursuant to Section 6 of P.L. 81-874, title 20, United States Code, Section 241 (1976).

E2. ENCLOSURE 2

DEFINITIONS

E2.1.1. Facility. All or any portion of buildings, structures, equipment, roads, walks, parking lots, or other real or personal property or any interest in such property.

E2.1.2. Federal Financial Assistance. Any grant, loan, contract (other than a procurement contract or a contract of insurance or guaranty), or any other arrangement by which the Federal Government provides or otherwise makes available assistance in the form of:

E2.1.2.1. Funds.

E2.1.2.2. Services performed by Federal personnel, including technical assistance, counseling, training, and provision of statistical or expert information.

E2.1.2.3. Real and personal property or any interest in or use of such property, including:

E2.1.2.3.1. Transfers or leases of such property for less than fair market value or for reduced consideration.

E2.1.2.3.2. Proceeds from a subsequent transfer or lease of such property if the Federal share of its fair market value is not returned to the Federal Government.

E2.1.3. Handicapped Person. Any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. For purposes of this Directive as it relates to employment programs of recipients, such term does not include any individual who is an alcoholic or drug abuser and whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question, or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or to the safety of others. As used in this paragraph:

E2.1.3.1. Physical or Mental Impairment. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal and special sense organs;

respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term includes such diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, and muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; drug abuse; and alcoholism.

E2.1.3.2. Major Life Activities. Functions such as caring for one's self; performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

E2.1.3.3. Has a Record of Such an Impairment. Has a history of; or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

E2.1.3.4. Is Regarded as Having an Impairment. Has:

E2.1.3.4.1. A physical or mental impairment that does not substantially limit major life activities but is treated by a recipient or DoD Component as constituting such a limitation;

E2.1.3.4.2. A physical or a mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

E2.1.3.4.3. None of the impairments defined above, but is treated by a recipient or DoD Component as having such an impairment.

E2.1.4. Historic Properties. Those properties listed or eligible for listing in the National Register of Historic Places.

E2.1.5. Include; Such As. Not all the possible items are covered, whether like or unlike the ones named.

E2.1.6. Qualified Handicapped Person. A handicapped person who:

E2.1.6.1. With respect to employment, can perform the essential functions of the job in question with reasonable accommodation.

E2.1.6.2. With respect to services, meets the essential eligibility

requirements for receiving the services in question.

E2.1.7. Recipient. Any State or political subdivision or instrumentality thereof, any public or private agency, institution, organization, or other entity, or any person that receives Federal financial assistance directly or through another recipient, including any successor, assignee, or transferee of a recipient, but not the ultimate beneficiary of the assistance. The term includes persons and entities applying to be recipients.

E2.1.8. Substantial Impairment. A significant loss of the integrity of finished materials, design quality, or special character resulting from a permanent alteration.

E3. ENCLOSURE 3

GUIDELINES FOR DETERMINING DISCRIMINATORY PRACTICES

E3.1. GENERAL PROHIBITIONS AGAINST DISCRIMINATION

E3.1.1. No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any program or activity that is conducted by the Department of Defense or that receives or benefits from Federal financial assistance disbursed by the Department of Defense.

E3.1.2. A recipient or DoD Component may not, directly or through contractual, licensing, or other arrangements, on the basis of handicap:

E3.1.2.1. Provide different or separate aid, benefits, or services to handicapped persons than is provided to others unless such action is necessary to provide qualified handicapped persons with aid, benefits, or services that are equal to those provided to others;

E3.1.2.2. Deny a qualified handicapped person the opportunity to participate in or benefit from the aid, benefit, or service;

E3.1.2.3. Afford a qualified handicapped person an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded others;

E3.1.2.4. Provide a qualified handicapped person with an aid, benefit, or service that is not as effective as that afforded to others; or

E3.1.2.5. Otherwise limit a qualified handicapped person in the enjoyment of any right, privilege, advantage, or opportunity granted to others receiving the aid, benefit, or service.

E3.1.3. A recipient or DoD Component may not deny a qualified handicapped person the opportunity to participate in programs or activities that are not separate or different from regular programs or activities, even if such separate or different programs and activities are permissible under paragraph E3.1.2.1., above.

E3.1.4. A recipient or DoD Component may not provide assistance to an Agency, organization, or person that discriminates on the basis of handicap in providing any

aid, benefit, or service to beneficiaries of the recipient's program or activity.

E3.1.5. A recipient or DoD Component may not deny, on the basis of handicap, a qualified handicapped person the opportunity to participate as a member of planning or advisory boards.

E3.1.6. A recipient or DoD Component may not use, directly or through contractual or other arrangements, criteria or methods of administration that:

E3.1.6.1. Subject qualified handicapped persons to discrimination on the basis of handicap;

E3.1.6.2. Defeat or substantially impair accomplishment of the objectives of the recipient's or DoD Component's program or activity with respect to handicapped persons; or

E3.1.6.3. Perpetuate discrimination by another recipient if both recipients are subject to common administrative control or are agencies of the same State.

E3.1.7. In determining the site or location of a facility, a recipient or DoD Component may not make selections that:

E3.1.7.1. Exclude handicapped persons from, deny them the benefits of, or otherwise subject them to discrimination under any program or activity that receives or benefits from Federal financial assistance; or

E3.1.7.2. Defeat or substantially impair, with respect to handicapped persons, the accomplishment of the objectives of the program or activity.

E3.1.8. Recipients and DoD Components shall administer programs and activities in the most integrated setting appropriate to the needs of qualified handicapped persons.

E3.1.9. Recipients and DoD Components shall take appropriate steps to make communications with their applicants, employees, and beneficiaries available to persons with impaired vision and hearing.

E3.1.10. This section may not be interpreted to prohibit the exclusion of:

E3.1.10.1. Persons who are not handicapped from benefits, programs, and activities limited by Federal statute or Executive Order to handicapped persons; or

E3.1.10.2. One class of handicapped persons from a program or activity limited by Federal statute or Executive Order to a different class of handicapped persons.

E3.1.11. Recipients and DoD Components shall take appropriate steps to ensure that no handicapped individual is denied the benefits of; excluded from participation in, or otherwise subjected to discrimination under any program or activity receiving or benefiting from Federal financial assistance disbursed by the Department of Defense or under any program or activity conducted by the Department of Defense because of the absence of auxiliary aids, such as certified sign-language interpreters, telecommunication devices (TDDs), or other telephonic devices for individuals with impaired sensory, manual, or speaking skills.

E3.2. PROHIBITIONS AGAINST EMPLOYMENT DISCRIMINATION BY RECIPIENTS

E3.2.1. No qualified handicapped person shall, on the basis of handicap, be subjected to discrimination in employment under any program or activity that receives or benefits from Federal financial assistance disbursed by the Department of Defense.

E3.2.2. The prohibition against discrimination in employment applies to the following:

E3.2.2.1. Recruitment, advertising, and processing of applications for employment.

E3.2.2.2. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff; termination, right of return from layoff, and rehiring.

E3.2.2.3. Rates of pay or any other form of compensation and changes in compensation.

E3.2.2.4. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

E3.2.2.5. Leaves of absence, sick leave, or any other leave.

E3.2.2.6. Fringe benefits available by virtue of employment, whether or not administered by the recipient.

E3.2.2.7. Selection and financial support for training, including apprenticeship, professional meetings, conferences and other related activities, and selection for leaves of absence for training.

E3.2.2.8. Programs and activities sponsored by the employer, including social and recreational programs.

E3.2.2.9. Any other term, condition, or privilege of employment.

E3.2.3. A recipient may not participate in a contractual or other relationship that subjects qualified handicapped applicants or employees to discrimination prohibited by this section, including relationships with employment and referral agencies, labor unions, organizations providing or administering fringe benefits to employees of the recipient, and organizations providing training and apprenticeship programs.

E3.2.4. A recipient shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the recipient can demonstrate that the accommodation would impose an undue hardship on the operation of its program. Reasonable accommodation includes providing ramps, accessible restrooms, drinking fountains, interpreters for deaf employees, readers for blind employees, amplified telephones, TDDs such as Teletypewriters or Telephone Writers (TTYs), and tactile signs on elevators.

E3.2.5. A recipient may not use employment tests or criteria that discriminate against handicapped persons, and shall ensure that employment tests are adapted for use by persons who have handicaps that impair sensory, manual, or speaking skills.

E3.2.6. A recipient may not conduct a preemployment medical examination or make a preemployment inquiry about whether an applicant is a handicapped person or about the nature or severity of a handicap. A recipient may make, however, a preemployment inquiry into an applicant's ability to perform job-related functions.

E3.2.7. When a recipient is taking remedial action to correct the effects of past discrimination or is taking voluntary action to overcome the effects of conditions that have resulted in limited participation by handicapped persons in its Federally assisted program or activity, the recipient may invite applicants for employment to indicate whether and to what extent they are handicapped if:

E3.2.7.1. The recipient makes clear to the applicants that the information is intended for use solely in connection with its remedial action obligations or its

voluntary affirmative action efforts.

E3.2.7.2. The recipient makes clear to the applicants that the information is being requested on a voluntary basis, that it will be kept confidential as provided in subsection E3.2.9., below, that refusal to provide it will not subject the applicants to any adverse treatment, and that it will be used only in accordance with this Directive.

E3.2.8. Nothing in this section shall prohibit a recipient from conditioning an offer of employment on the results of a medical examination conducted prior to the employee's entrance on duty if:

E3.2.8.1. All entering employees are subjected to such an examination, regardless of handicap.

E3.2.8.2. The results of such an examination are used only in accordance with this Directive, which prohibits discrimination against a qualified handicapped person on the basis of handicap.

E3.2.9. Information obtained under this section concerning the medical condition or history of applicants shall be collected and maintained on separate forms that shall be accorded confidentiality as medical records, except that:

E3.2.9.1. Supervisors and managers may be informed about restrictions on the work or duties of handicapped persons and about necessary accommodations.

E3.2.9.2. First aid and safety personnel may be informed, when appropriate, if a handicapping condition might require emergency treatment.

E3.2.9.3. Government officials investigating compliance with Section 504 and this Directive shall be provided relevant information upon request.

E3.3. PROGRAM ACCESSIBILITY

E3.3.1. General Requirements. No qualified handicapped person shall, because a recipient's or DoD Component's facilities are inaccessible to or not usable by handicapped persons, be denied the benefits of; be excluded from participation in, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance disbursed by the Department of Defense or under any program or activity conducted by the Department of Defense.

E3.3.2. Existing Facilities

E3.3.2.1. A recipient or DoD Component shall operate each program or activity so that the program or activity, when viewed in its entirety, is readily accessible to and usable by handicapped persons. This does not necessarily require a recipient or DoD Component to make each of its existing facilities or every part of an existing facility accessible to and usable by handicapped persons. For guidance in determining the accessibility of facilities, see Chapter 18 of DoD 4270.1-M, "Department of Defense Construction Criteria Manual," June 1, 1978, and Department of the Army, Office of the Chief of Engineers, Manual EM 1110-1 - 103, "Design for the Physically Handicapped," October 15, 1976. Inquiries on specific accessibility design problems may be addressed to the ASD(MRA&L), or designee.

E3.3.2.2. When structural changes are necessary to make programs or activities in existing facilities accessible to the extent required by subsection E3.3.1., above:

E3.3.2.2.1. Such changes shall be made as soon as practicable, but not later than 3 years after the effective date of this Directive; however, if the program or activity is a particular mode of transportation (such as a subway station) that can be made accessible only through extraordinarily expensive structural changes to, or replacement of, existing facilities and if other accessible modes of transportation are available, the DoD Component concerned may extend this period of time. This extension shall be for a reasonable and definite period, which shall be determined after consultation with the ASD(MRA&L), or designee.

E3.3.2.2.2. The recipient or DoD Component shall develop, with the assistance of interested persons or organizations and within a period to be established in each DoD Component's guidelines, a transition plan setting forth the steps necessary to complete such changes.

E3.3.2.2.3. The recipient or DoD Component shall make a copy of the transition plan available for public inspection. At a minimum, the plan shall:

E3.3.2.2.3.1. Identify physical obstacles in the recipient's or DoD Component's facilities that limit the accessibility of its program or activity to handicapped persons.

E3.3.2.2.3.2. Describe in detail the methods that will be used to make the facilities accessible.

E3.3.2.2.3.3. Specify the schedule for taking the steps necessary to achieve full program accessibility and, if the time period of the transition plan is longer than 1 year, identify steps that will be taken during each year of the transition period.

E3.3.2.2.3.4. Indicate the person (last name, first, and middle initial) responsible for implementation of the transition plan.

E3.3.2.3. A recipient or DoD Component may comply with paragraphs E3.3.2.1. and E3.3.2.2., above, through such means as the acquisition or redesign of equipment, such as telecommunication or other telephonic devices; relocation of classes or other services to accessible buildings; assignment of aides to beneficiaries, such as readers or certified sign-language interpreters; home visits; delivery of health, welfare, or other services at accessible alternate sites; alteration of existing facilities and construction of new facilities in conformance with this subsection and subsection E3.3.3., below; or any other method that results in making the program or activity of the recipient or DoD Component accessible to handicapped persons.

E3.3.2.4. A recipient or DoD Component is not required to make structural changes in existing facilities when other methods are effective in achieving compliance with this section.

E3.3.2.5. In choosing among available methods for meeting the requirements of this section, a recipient or DoD Component shall give priority to those methods that offer programs and activities to handicapped persons in the most integrated setting appropriate with nonhandicapped persons.

E3.3.3. New Construction. New facilities shall be designed and constructed to be readily accessible to and usable by handicapped persons. Alterations to existing facilities shall be designed and constructed, to the maximum extent feasible, to be readily accessible to and usable by handicapped persons. For guidance in determining the accessibility of facilities, see Chapter 18 of DoD 4270.1-M and Department of the Army, Office of the Chief of Engineers, Manual EM 1110-1 - 103. Inquiries about specific accessibility design problems may be addressed to the ASD(MRA&L), or designee.

E3.3.4. Historic Properties

E3.3.4.1. In the case of historic properties, program accessibility shall mean that, when viewed in their entirety, programs are readily accessible to and usable by handicapped persons. Because the primary benefit of historic properties is the

experience of the property itself, DoD Components and recipients shall give priority to those methods of achieving program accessibility that make the historic property, or portions thereof, physically accessible to handicapped persons.

E3.3.4.2. Methods of achieving program accessibility include:

E3.3.4.2.1. Making physical alterations that give handicapped persons access to otherwise inaccessible areas or features of historic properties.

E3.3.4.2.2. Using audiovisual materials and devices to depict otherwise inaccessible areas or features of historic properties.

E3.3.4.2.3. Assigning individuals to guide handicapped persons into or through otherwise inaccessible portions of historic properties.

E3.3.4.2.4. Adopting other innovative methods.

E3.3.4.3. When program accessibility cannot be achieved without causing a substantial impairment of significant historic features, the DoD Component or recipient may seek a modification or waiver of access standards from the ASD(MRA&L), or designee.

E3.3.4.3.1. A decision to grant a modification or waiver shall be based on consideration of the following:

E3.3.4.3.1.1. Scale of the property, reflecting its ability to absorb alterations.

E3.3.4.3.1.2. Use of the property, whether primarily for public or private purposes.

E3.3.4.3.1.3. Importance of the historic features of the property to the conduct of the program.

E3.3.4.3.1.4. Costs of alterations in comparison to the increase in accessibility.

E3.3.4.3.2. The ASD(MRA&L), or designee, shall review periodically any waiver granted under this paragraph and may withdraw it if technological advances or other changes warrant.

E3.3.4.4. The decision by the ASD(MRA&L), or designee, to grant a modification or waiver of access standards is subject to Section 106 of the National Historic Preservation Act, as amended, and shall be made in accordance with the Advisory Council on Historic Preservation regulation on "Protection of Historic and Cultural Properties" (36 CFR 800). When the property is Federally owned or when Federal funds may be used for alterations, the ASD(MRA&L), or designee, shall obtain the comments of the Advisory Council on Historic Preservation when required by Section 106 of the National Historic Preservation Act and the Advisory Council on Historic Preservation regulation on "Protection of Historic and Cultural Properties" (36 CFR 800) prior to effectuation of structural alterations.

E3.3.4.5. DoD Component guidelines prepared in accordance with enclosure 4 of this Directive shall include a listing of all historic properties, including historic ships, subject to this Directive and a plan for compliance with this subsection.

E3.3.5. Military Museums

E3.3.5.1. In the case of military museums, program accessibility shall mean that exhibits, displays, tours, lectures, circulating or traveling exhibits, and other programs of military museums are accessible to and usable by handicapped persons. Methods of meeting this requirement include the following:

E3.3.5.1.1. Museum programs may be made accessible to deaf and hearing-impaired persons by means such as training museum staff, such as docents, in sign language; providing qualified sign-language interpreters to accompany deaf or hearing-impaired visitors; ensuring that clear, concise language is used on all museum signs and display labels; providing amplification devices; or providing printed scripts for films, videotapes, lectures, or tours. DoD Components are encouraged to use "Museums and Handicapped Students: Guidelines for Educators," published by the National Air and Space Museum, Smithsonian Institution, Washington, DC 20560.

E3.3.5.1.2. Museum programs may be made accessible to blind and visually-impaired persons by means such as providing museum catalogues in a large-print edition printed over braille; providing cassette tapes, records, or discs for museum tours or exhibits; providing readers to accompany blind or visually impaired visitors; using large-print and braille display cards at exhibits; providing raised-line maps of the museum building; using raised-line drawings, reproductions, or models of large exhibits to facilitate tactile experiences when touching exhibits is prohibited; placing large-print and braille signs to identify galleries, elevators, restrooms, and

other service areas; and permitting guide dogs in all museum facilities.

E3.3.5.1.3. Museum programs may be made accessible to other physically impaired persons by means such as lowering display cases; spacing exhibits to facilitate movement; using ramps in galleries; increasing lighting in exhibit areas to facilitate viewing from a distance; providing places to sit in exhibit areas; making restrooms accessible; using large-print exhibit display cards to facilitate reading from a distance; and sensitizing museum staff to consider the needs of handicapped visitors when organizing exhibits.

E3.3.5.2. DoD Component guidelines developed in accordance with enclosure 4 of this Directive shall identify military museums subject to this subsection and shall contain a plan for making museum programs accessible to handicapped persons. Technical assistance in the preparation and content of these plans may be obtained from the National Access Center, 1419 27th Street, N.W., Washington, DC 20007 ((202) 333-1712 or TTY (202) 333-1339). In addition, community organizations that serve handicapped persons and handicapped persons themselves shall be consulted in the preparation of these plans.

E3.4. REASONABLE ACCOMMODATION

E3.4.1. A recipient or DoD Component shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the recipient or DoD Component demonstrates to the ASD(MRA&L), or designee, that the accommodation would impose an undue hardship on the operation of its program.

E3.4.2. Reasonable accommodation includes the following:

E3.4.2.1. Making facilities used by employees readily accessible to and usable by handicapped persons.

E3.4.2.2. Job restructuring; part-time or modified work schedules; acquisition or modification of equipment or devices, such as telecommunication or other telephonic instruments; the provision of readers or certified sign-language interpreters; and similar actions.

E3.4.3. In determining whether an accommodation would impose an undue hardship on the operation of a recipient's or DoD Components program, the ASD(MRA&L), or designee, shall consider the following factors, at a minimum:

E3.4.3.1. The overall size of the recipient's or DoD Component's program or activity, such as the number of employees, number and type of facilities, and size of budget.

E3.4.3.2. The size of the recipient's or DoD Component's operations, including the composition and structure of the recipient's or DoD Component's workforce.

E3.4.3.3. The nature and cost of the accommodation needed.

E3.4.4. A recipient or DoD Component may not deny any employment opportunity to a qualified handicapped employee or applicant for employment if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

E4. ENCLOSURE 4

ENSURING COMPLIANCE WITH THIS DIRECTIVE IN FEDERAL FINANCIAL ASSISTANCE PROGRAMS AND ACTIVITIES

E4.1. SUPPLEMENTARY GUIDELINES ISSUED BY DoD COMPONENTS

E.4.1.1.1. Whenever necessary, DoD Components shall publish supplementary guidelines for each type of program or activity to which they disburse Federal financial assistance within 120 days of the effective date of this Directive or of the effective date of any subsequent statute authorizing Federal financial assistance to a new type of program or activity. DoD Components shall obtain approval of these supplementary guidelines from the ASD(MRA&L), or designee, before issuing them. Prior to their issuance, the ASD(MRA&L), or designee, shall submit supplementary guidelines prepared pursuant to this subsection to the Coordination and Review Section, Civil Rights Division, Department of Justice, for review and approval. To the extent that supplementary guidelines issued by DoD Components deal with the employment of civilians in programs and activities subject to this Directive, the ASD(MRA&L), or designee, shall also obtain the approval of the Equal Employment Opportunity Commission (EEOC) in accordance with Executive Order 12067.

E4.1.2. The ASD(MRA&L), or designee, and DoD Components shall ensure that their supplementary guidelines conform to the requirements of this Directive and that they provide:

E.1.2.1. A description of the types of programs and activities covered.

E4.1.2.2. Examples of prohibited practices likely to arise with respect to those types of programs and activities.

E.1.2.3. A list of the data collection and reporting requirements of the recipients.

E.1.2.4. Procedures for processing and investigating complaints.

E.1.2.5. Procedures for hearings to determine compliance by recipients with this Directive.

E.1.2.6. Requirements or suggestions for affirmative action on behalf of qualified handicapped persons.

E4.1.2.7. Requirements for the dissemination of program and complaint information to the public.

E4.1.2.8. A description of the form of the assurances that must be executed pursuant to section E.2., below, and sample assurances.

E4.1.2.9. Requirements concerning the frequency and nature of post-approval reviews conducted pursuant to section E4.8., below.

E4.1.2.10. A period of time, provided for by subparagraph E3.3.2.2.2. of enclosure 3, for the development of a transition plan that sets out the steps necessary to complete structural changes that might be required by section E3.3. of enclosure 3.

E4.1.2.11. The maximum period of time that may be allowed for extensions that might be granted pursuant to paragraph E3.3.2.2. of enclosure 3.

E4.1.2.12. An appendix that contains a list of identified programs and activities of the type covered by the supplementary guidelines, including the names of the programs and activities and the authorizing statute, regulation, or directive for each program and activity.

E4.1.2.13. Requirements for the recipient to designate a responsible official to coordinate the implementation of supplementary guidelines.

E4.1.2.14. Requirements for any other actions or procedures necessary to implement this Directive.

E4.1.3. When the head of a DoD Component determines that it would not be appropriate to include one or more of the provisions described in subsection E4.1.2., above, in the supplementary guidelines of that DoD Component or that it is not necessary to issue such guidelines at all, the reasons for such determination shall be stated in writing and submitted to the ASD(MRA&L), or designee, for review and approval. Once that determination is approved, the DoD Component shall make it available to the public upon request.

E4.1.4. The Heads of DoD Components, or designees, shall be responsible for keeping the supplementary guidelines current and accurate. When a DoD Component determines that a program or activity should be added to or deleted from the guidelines, the DoD Component shall notify the ASD(MRA&L), or designee, in writing.

E4.2. REQUIRED ASSURANCES

E4.2.1. DoD Components shall require all recipients to file written assurances that their programs or activities will be conducted in accordance with this Directive and supplementary guidelines promulgated by DoD Components. If a recipient fails to provide an assurance that conforms to the requirements of this section, the DoD Component shall attempt to effect compliance pursuant to sections E4.6. through E4.8., below, provided that if assistance is due and payable to the recipient based on an application approved prior to the effective date of this Directive, the DoD Component shall continue the assistance while any proceedings required by sections E.14. through E4.22., below, are pending.

E4.2.2. DoD Components shall advise each recipient of the required elements of the assurance and, with respect to each program or activity, of the extent to which those receiving assistance from recipients shall be required to execute similar assurances.

E4.2.3. DoD Components shall ensure that each assurance:

E4.2.3.1. Obligates the recipient to advise the DoD Component of any complaints received that allege discrimination against handicapped persons.

E4.2.3.2. Obligates the recipient to collect and provide the items of information that the DoD Component lists in its supplementary guidelines pursuant to paragraph E4.1.2.3., above.

E.2.3.3. Is made applicable to any Federal financial assistance that might be disbursed by a DoD Component without the submission of a new application.

E.2.3.4. Obligates the recipient, when the financial assistance is in the form of property, for the period during which the property is used under a financial assistance agreement or is possessed by the recipient.

E.2.3.5. Includes a provision recognizing that the U.S. Government has the right to seek judicial enforcement of Section 504 and this Directive.

E4.3. SELF-EVALUATION AND CONSULTATION WITH INTERESTED PERSONS AND ORGANIZATIONS

E4.3.1. DoD Components shall require recipients to conduct, within 6 months of the effective date of this Directive or of first receiving Federal financial assistance disbursed by the Department of Defense, a self-evaluation with the assistance of interested persons, including handicapped persons or organizations that represent them. When appropriate, DoD Components also shall require recipients to consult at least annually with such persons. The "Department of Health, Education and Welfare Section 504 Technical Assistance Reserve Directory," April 1980, shall be consulted to identify likely sources for consultation. In conducting its self-evaluation, each recipient shall:

E4.3.1.1. Evaluate the effects of its policies and practices with respect to its compliance with this Directive and the applicable DoD Component's supplementary guidelines.

E4.3.1.2. Modify any policies that do not meet such requirements.

E4.3.1.3. Take appropriate remedial steps to eliminate the discriminatory effects of any such policies or practices.

E4.3.2. For at least 3 years following the completion of a self-evaluation required under subsection E4.3.1., above, a recipient shall maintain on file, make available for public inspection, and provide to the ASD(MRA&L), or designee, upon request:

E4.3.2.1. A list of the interested persons (last names, first names, and middle initials) consulted.

E4.3.2.2. A description of areas examined and problems identified, if any, with respect to those areas.

E4.3.2.3. A description of any modification made and remedial steps taken.

E4.4.

E4.4.1. Within 90 days of the effective date of this Directive or of first receiving assistance from the Department of Defense and on a continuing basis thereafter, each recipient shall notify beneficiaries and employees of their rights under this Directive and shall take appropriate steps to notify participants, beneficiaries, applicants for employment and employees, including those with impaired vision or hearing, and unions or professional organizations involved in collective bargaining or professional

agreements with the recipient that the recipient does not discriminate on the basis of handicap in violation of this Directive. The notification shall state, when appropriate, that the recipient does not discriminate in admitting or providing access to or treating or employing persons in its programs and activities. Such notification may be accomplished by posting notices, publishing announcements in newspapers and magazines, placing notices in its publications, or distributing memoranda or other written communications.

E4.4.2. If a recipient publishes or uses and makes available to participants, beneficiaries, applicants for employment, or employees recruitment materials or publications containing general information about the recipient's programs and activities, it shall include in those materials or publications a statement of the policy described in subsection E4.4.1., above. This may be accomplished by including appropriate inserts in existing materials and publications or by revising and reprinting the materials and publications.

E4.4.3. Understandable materials developed in accordance with this section shall be provided to ensure that all beneficiaries and employees of the recipient understand the information. In addition, recipients shall disseminate appropriate and comprehensive information about formal and informal complaint and appeal procedures, including directions on how and where to file complaints and to appeal DoD Component decisions.

E4.5. INTIMIDATION AND INTERFERENCE

Recipients and DoD Components shall take reasonable steps to ensure that no person intimidates, threatens, coerces, or discriminates against any individual for the purpose of retaliating against, interfering with, or discouraging the filing of a complaint, furnishing of information, or assisting or participating in an investigation, compliance review, hearing, or other activity related to the administration of this Directive.

E4.6. STAFF RESPONSIBILITIES

All DoD Component determinations of recipient compliance with this Directive shall be subject to reviews by the ASD(MRA&L), or designee. When responsibility for approving applications for Federal financial assistance disbursed by a DoD Component is assigned to regional or area offices of the DoD Component, personnel in such offices shall be designated to perform the functions described in sections E4.8. and E4.14. through E4.22., below.

E4.7. ACCESS TO RECORDS AND FACILITIES

Each recipient shall permit access to its premises by DoD officials during normal business hours when such access is necessary for conducting onsite compliance reviews or complaint investigations, and shall allow such officials to photograph facilities and to inspect and copy any books, records, accounts, and other material relevant to determining the recipient's compliance with this Directive. Information so obtained shall be used only in connection with the administration of this Directive. If the recipient does not have the information requested, it shall submit to the DoD Component a written report that contains a certification that the information is not available and describes the good-faith efforts made to obtain the information.

E4.8. COMPLIANCE REVIEW

DoD Components shall determine the compliance of each recipient with this Directive as follows:

E4.8.1. General. Whenever possible, DoD Components shall perform compliance reviews in conjunction with their review and audit efforts implementing Title VI of the Civil Rights Act of 1964.

E4.8.2. Desk Audit Application Review. Before approving an application for Federal financial assistance, the DoD Component concerned shall make a written determination as to whether the recipient is in compliance with this Directive, based on a review of the assurance of compliance executed by a recipient pursuant to section E4.2., above, and other data submitted by the recipient. When a determination cannot be made from the assurance and other data submitted by the recipient, the DoD Component concerned shall require the recipient to submit additional information and shall take other steps as necessary to determine the recipient's compliance with this Directive. If this additional information demonstrates that the recipient is in compliance with this Directive, the DoD Component shall notify the recipient promptly that it is in compliance.

E4.8.3. Preapproval Onsite Review

E4.8.3.1. When a desk audit application review conducted pursuant to subsection E4.8.2., above, indicates that the recipient might not be in compliance with this Directive, the DoD Component concerned may conduct a preapproval onsite

review at the recipient's facilities before approving the disbursement of Federal financial assistance to the recipient. The DoD Component shall conduct such a review:

E4.8.3.1.1. When appropriate, if a desk audit application review reveals that the recipient's compliance posture is questionable because of a history of discrimination complaints, current discrimination complaints, a noncompliance determination by another Government Agency or DoD Component, or other indications of possible noncompliance; or

E4.8.3.1.2. If Federal financial assistance is requested for construction, except under extraordinary circumstances, to determine whether the location and design of the project would provide service on a nondiscriminatory basis, in conformity with section E3.3. of enclosure 3.

E4.8.3.2. Preapproval onsite reviews shall be conducted under DoD Component supplementary guidelines and in accordance with the provisions of subsection E4.8.4., below, concerning post-approval reviews.

E4.8.4. Post-approval Reviews. DoD Components shall:

E4.8.4.1. Establish and maintain effective programs of post-approval reviews.

E4.8.4.2. Conduct such reviews of each recipient, the frequency and the nature of which shall be prescribed in the DoD Component supplementary guidelines implementing this Directive.

E4.8.4.3. Require recipients periodically to submit compliance reports to them.

E4.8.4.4. Record the results of the reviews, including findings of fact and recommendations.

E4.8.5. A DoD Component shall complete a review within 180 calendar days of initiating it unless an extension of time is granted by the ASD(MRA&L), or designee, for good cause shown, and shall either:

E4.8.5.1. Find the recipient to be in compliance and notify the recipient of that finding; or

E4.8.5.2. Notify the recipient and the ASD(MRA&L), or designee,
of a

finding of probable noncompliance, pursuant to section E4.15., below.

E4.9. FILING OF COMPLAINTS AGAINST RECIPIENTS

E4.9.1. DoD Components shall establish and publish in their supplementary guidelines procedures for the prompt processing and disposition of complaints against recipients, consistent with this section.

E4.9.2. A DoD Component shall consider all complaints that:

E4.9.2.1. Are filed with it within 180 days of the alleged discrimination or within a longer period of time if an extension is granted for good cause by the DoD Component with the approval of the ASD(MRA&L), or designee.

E4.9.2.2. Include the name, address, and telephone number, if any, of the complainant; the name and address of the recipient committing the alleged discrimination; a description of the acts or omissions considered to be discriminatory; and other pertinent information.

E4.9.2.3. Are signed by the complainant or the complainant's authorized representative (legal counsel or a person with power of attorney granted by the complainant).

E4.9.3. DoD Components shall transmit a copy of each complaint filed with them to the ASD(MRA&L), or designee, within 10 calendar days after its receipt.

E4.9.4. If the information in a complaint is incomplete, the DoD Component shall request the complainant to provide the additional information required. If the DoD Component does not receive this requested information within 30 calendar days of the date of the request, the case may be closed and the complainant so notified in writing.

E4.9.5. If a complaint concerning a program or activity is filed with a DoD Component that does not have jurisdiction over it, the DoD Component shall refer the complaint to the ASD(MRA&L), or designee, and advise the complainant in writing of such referral. The ASD(MRA&L), or designee, then shall refer the complaint to the appropriate DoD Component and so notify the complainant in writing.

E4.10. INVESTIGATION BY DoD COMPONENTS

E4.10.1. DoD Components shall investigate complaints that involve recipients

and that meet the standards described in section E4.9., above, unless good cause for not investigating is stated in a written notification of the disposition of the complaint provided to the complainant.

E4.10.2. If an investigation of a complaint is conducted, the DoD Component concerned shall maintain a case record that contains:

E4.10.2.1. The name (last name, first, and middle initial), address (street address, city, State, and zip code), and telephone number of each person interviewed.

E4.10.2.2. Copies, transcripts, or summaries of pertinent documents.

E4.10.2.3. A reference to at least one program or activity conducted by the recipient and receiving Federal financial assistance disbursed by a DoD Component, and a description of the amount and nature of the assistance.

E4.10.2.4. A narrative report of the results of the investigation that contains references to relevant exhibits and other evidence that relates to the alleged violations.

E4.11. INVESTIGATIONS BY RECIPIENTS

E4.11.1. A DoD Component may require or permit recipients to investigate complaints alleging violation of this Directive. In such cases, the DoD Component shall:

E4.11.1.1. Ensure that the recipient investigates the complaints in accordance with the standards, procedures, and requirements prescribed in section E4.10., above.

E4.11.1.2. Require the recipient to submit a written report of each complaint and investigation to the DoD Component.

E4. 11.1.3. Retain a review responsibility over the investigation and disposition of each complaint.

E4.11.1.4. Ensure that each complaint investigation is completed within 180 calendar days of the receipt of the complaint by the proper DoD Component, unless an extension of time is granted for good cause by the ASD(MRA&L), or designee.

E4.11.1.5. Require the recipient to maintain a log of all complaints filed against it, as described in subsection 7.1. of this Directive.

E4.11.2. DoD Components that require or permit complaint investigations to be conducted by recipients shall review recipient complaint investigations pursuant to this section and section E4.12., below.

E4.12. RESULTS OF INVESTIGATIONS

E4.12.1. Within 180 days of the receipt of a complaint, the DoD Component, recipient, or the ASD(MRA&L), or designee, shall give written notification:

E4.12.1.1. Of the disposition of the complaint to the complainant and, as the case may be, to the recipient or DoD Component.

E4.12.1.2. To the complainant that within 30 calendar days of receipt of the written notification, the complainant may request that the ASD(MRA&L), or designee, review the findings in the notification pursuant to section E4.13., below.

E4.12.2. If the complaint investigation results in a determination by the DoD Component that a recipient is not complying with this Directive, the DoD Component shall proceed as prescribed in sections E4.14. through E4.22., below. If the DoD Component determines that the recipient is in compliance, the DoD Component shall submit the complete case file to the ASD(MRA&L), or designee, within 15 calendar days after the notification of the disposition of the investigation to the complainant.

E4.13. REVIEWING COMPLETED INVESTIGATIONS

E4.13.1. The ASD(MRA&L), or designee, may review all completed investigations.

E4.13.2. The ASD(MRA&L), or designee, shall review the results of any investigation of a complaint if the complainant requests such a review pursuant to paragraph E4.12.1.2., above.

E4.13.3. After reviewing the results of an investigation, the ASD(MRA&L), or designee, may:

E4.13.3.1. Find that no further investigation is necessary and approve the results of the investigation;

E4.13.3.2. Request further investigation by the DoD Component; or

E4.13.3.3. Require the DoD Component to take appropriate corrective action.

E4.14. EFFECTING COMPLIANCE

E4.14.1. When a compliance review or complaint investigation indicates that a recipient has violated this Directive, the applicable DoD Component's supplementary guidelines, or the assurances executed pursuant to section E4.2., above, the responsible DoD Component or the ASD(MRA&L), or designee, shall attempt to effect compliance in accordance with sections E4.15. and E4.16., below. The inability of a DoD Component to comply with any time frame prescribed by this Directive does not relieve a recipient of the responsibility for compliance with this Directive.

E4.14.2. The DoD Component may require, when necessary to overcome the effects of discrimination in violation of this Directive, a recipient to take remedial action:

E4.14.2.1. With respect to handicapped persons who are no longer participants in the recipient's program or activity but who were participants in the program or activity when such discrimination occurred.

E4.14.2.2. With respect to handicapped persons who would have been participants in the recipient's program or activity had the discrimination not occurred.

E4.14.2.3. With respect to handicapped persons presently in the recipient's program or activity, but not receiving full benefits or equal and integrated treatment within the program or activity.

E4.15. WRITTEN NOTICE

After evaluating the investigative report, the DoD Component shall issue to the recipient and, pursuant to subsection E4.14.2., above, to the ASD(MRA&L), or designee, a written notice that:

E4.15.1. Describes the apparent violation and the corrective actions necessary to achieve compliance.

E4.15.2. Extends an offer to meet informally with the recipient.

E4. 15.3. Informs the recipient that failure to respond to the notice within 15

calendar days of its receipt shall result in the initiation of enforcement procedures described in sections E4.18. through E4.22., below.

E4.16. ATTEMPTING TO ACHIEVE VOLUNTARY COMPLIANCE BY RECIPIENTS

E4.16.1. If a DoD Component issues a notice pursuant to section E4 15., above, the DoD Component shall attempt to meet with the recipient and shall attempt to persuade it to take the steps necessary to achieve compliance with this Directive.

E4.16.2. If a recipient agrees to take remedial steps to achieve compliance, the DoD Component shall require that the agreement be in writing and:

E4.16.2.1. Be signed by the Head of the DoD Component concerned, or designee, and by the principal official of the recipient.

E4.16.2.2. Specify the action necessary to achieve compliance.

E4.16.2.3. Be made available to the public upon request.

E4.16.2.4. Be subject to the approval of the ASD(MRA&L), or designee.

E4.16.3. If satisfactory adjustment or a written agreement has not been achieved within 60 calendar days of the recipient's receipt of the notice issued pursuant to section E4.15., above, the DoD Component shall notify the ASD(MRA&L), or designee, and state the reasons therefor.

E4.16.4. The DoD Component shall initiate the enforcement actions prescribed in sections E4.18. through E4.22., below, if:

E4.16.4.1. The recipient does not respond to a notice pursuant to section E4.15., above, within 15 calendar days of its receipt and satisfactory adjustments are not made within 45 calendar days of the date of the recipient's response; or

E4.16.4.2. The DoD Component or the ASD(MRA&L) determines at any time within 90 days after the recipient receives a notice pursuant to section E4.15., above, that, despite reasonable efforts, it is not likely that the recipient will comply promptly and voluntarily.

E4.16.5. If; pursuant to subsection E4.16.4., above, the DoD Component initiates enforcement action, it also shall continue its attempts to persuade the recipient

to comply voluntarily.

E4.17. IMPOSING SANCTIONS

E4.17.1. Sanctions Available. If a DoD Component has taken action pursuant to sections E4.15. and E4.16., above, the DoD Component may, by order, subject to subsections E4.17.2. and E4.17.3., below:

E4.17.1.1. Terminate, suspend, or refuse to grant or continue assistance to such recipient.

E4.17.1.2. Refer the case to the Department of Justice for the initiation of enforcement proceedings at a Federal, State, or local level.

E4.17.1.3. Pursue any remedies under State or local law.

E4.17.1.4. Impose other sanctions upon consultation with the ASD(MRA&L), or designee.

E4.17.2. Terminating. Suspending. or Refusing to Grant or Continue Assistance. A DoD Component may not terminate or refuse to grant or continue Federal financial assistance unless:

E4.17.2.1. Such action has been approved by the Secretary of Defense.

E4.17.2.2. The DoD Component has given the recipient an opportunity for a hearing pursuant to the procedures set out in section E4.18., below, and a finding of noncompliance has resulted.

E4.17.2.3. Thirty calendar days have elapsed since the Secretary of Defense has filed a written report describing the violation and action to be taken with the committees of the House of Representatives and Senate that have jurisdiction over the program or activity in which the violation of this Directive exists.

E4.17.2.4. Such action is limited to affect only the particular activity or program, or portion thereof, of the recipient where the violation exists.

E4.17.3. Other Sanctions. A DoD Component may not impose the sanctions set out in paragraphs E4.17.1.3. and E4.17.1.4., above, unless:

E4.17.3.1. The DoD Component has given the recipient an opportunity for a

hearing pursuant to section E4.18., below, and a finding of noncompliance has resulted.

E4.17.3.2. The action has been approved by the Secretary of Defense.

E4.17.3.3. Ten calendar days have elapsed since the mailing of a notice informing the recipient of its continuing failure to comply with this Directive, the action necessary to achieve compliance, and the sanction to be imposed.

E4.17.3.4. During those 10 calendar days the DoD Component has made additional efforts to persuade the recipient to comply.

E4.18. HEARINGS FOR RECIPIENTS

E4.18.1. General. When, pursuant to paragraph E4.17.2.2., above, an opportunity for a hearing is given to a recipient, the DoD Component involved shall follow the procedures prescribed in subsections E4.18.2. through E4.1 8.6., below.

E4.18.2. Notice. The DoD Component concerned shall notify the recipient of the opportunity for a hearing by registered or certified mail, return receipt requested, when the recipient denies a tentative finding of noncompliance with this Directive.

E4.18.2.1. The DoD Component shall ensure that the notice:

E4.18.2.1.1. Describes the proposed sanctions to be imposed.

E4.18.2.1.2. Cites the section of this Directive under which the proposed action is to be taken.

E4 18.2.1.3. States the name and office of the DoD Component official who is responsible for conducting the hearing (hereafter referred to as the "responsible DoD official").

E4.18.2.1.4. Outlines the issues to be decided at the hearing.

E4.18.2.1.5. Advises the recipient either of a date, not less than 20 calendar days after the date that the notice is received, by which the recipient may request that the matter be scheduled for a hearing, or of a reasonable time and place of a hearing that is subject to change for good cause shown.

E4.18.2.2. When a time and place for a hearing are set, the DoD Component shall give the recipient and the complainant, if any, reasonable notice of such time and

place.

E4.18.3. Waiver of a Hearing. A recipient may waive a hearing and submit to the responsible DoD official, in writing, information or arguments on or before the date stated pursuant to subparagraph E4.18.2.1.5., above.

E4.18.3.1. A recipient waives its right to a hearing if it fails to request a hearing on or before a date stated pursuant to subparagraph E4.18.2.1.5., above, or fails to appear at a hearing that has been scheduled pursuant to that subparagraph.

E4.18.3.2. If a recipient waives its right to a hearing under this section, the responsible DoD official shall decide the issues and render a final decision that is based on the information available and that conforms to the requirements of subsection E4.19.4., below.

E4.18.4. Hearing Examiner. Hearings shall be conducted by the responsible DoD official or by a hearing examiner designated by the official, provided that the hearing examiner shall be a field grade officer or civilian employee above the grade of GS-12 (or the equivalent) who is admitted to practice law before a Federal court or the highest court of a State, territory, commonwealth, or the District of Columbia.

E4.18.5. Right to Counsel. In all proceedings under this section, the recipient and the DoD Component may be represented by counsel. The representation of the recipient will not be at U.S. Government expense.

E4.18.6. Procedures. Hearings authorized under this section shall be subject to the following:

E4.18.6.1. Hearings shall be open to the public.

E4.18.6.2. Formal rules of evidence will not apply. The DoD Component concerned and the recipient shall be entitled to introduce all relevant evidence on the issues stated in the notice of hearing issued pursuant to subsection E4.18.2., above, and those designated by the responsible DoD official or the hearing examiner at the outset of or during the hearing. The responsible DoD official or hearing examiner, however, may exclude irrelevant, immaterial, or repetitious evidence.

E4.18.6.3. All witnesses may be examined or cross-examined, as the case may be, by each party.

E4.18.6.4. All parties shall have the opportunity to examine all evidence

differed or admitted for the record.

E4.18.6.5. A transcript of the proceedings shall be maintained in either electronic or typewritten form and made available to all parties.

E4.19. DECISIONS

E4.19.1. Initial or Proposed Decisions by a Hearing Examiner. If a hearing is conducted by a hearing examiner who is designated by the responsible DoD official pursuant to subsection E4.18.4., above, the hearing examiner shall either:

E4.19.1.1. Make an initial decision, if so authorized, that conforms to the requirements of subsection E4.19.4., below; or

E4.19.1.2. Certify the entire record and submit to the responsible DoD official recommended findings and a proposed decision.

E4.19.2. Review of Initial Decisions. Initial decisions made by a hearing examiner pursuant to paragraph E4.19.1.1., above, shall be reviewed as follows:

E4.19.2.1. A recipient may file exceptions to an initial decision within 30 calendar days of receiving notice of such initial decision. Reasons shall be stated for each exception.

E4.19.2.2. If the recipient does not file exceptions pursuant to paragraph E4.19.2.1., above, the responsible DoD official may notify the recipient within 45 calendar days of the initial decision that the responsible DoD official will review the decision.

E4.19.2.3. If exceptions are filed pursuant to paragraph E4.19.2.1., above, or a notice of review is issued pursuant to paragraph E4.19.2.2., above, the responsible DoD official shall review the initial decision and, after giving the recipient reasonable opportunity to file a brief or other written statement of its contentions, issue a final decision that addresses each finding and conclusion in the initial decision and each exception, if any.

E4.19.2.4. If the exceptions described in paragraph E4.19.2.1., above, are not filed and the responsible DoD official does not issue the notice of review described in paragraph E4.19.2.2., above the initial decision of the hearing examiner shall constitute the final decision of the responsible DoD official.

E4.19.3. Decisions by the Responsible DoD Official Who Conducts a Hearing or Receives a Certified Record. If a hearing examiner who is designated by the responsible DoD official certifies the entire record and submits recommended findings and a proposed decision to the responsible DoD official pursuant to paragraph E4.19.1.2., above, or if the responsible DoD official conducts the hearing, after giving the recipient a reasonable opportunity to file a brief or other written statement of its contentions, the responsible DoD official shall render a final decision that conforms to subsection E4.19.4., below.

E4.19.4. Contents of Decisions. Each decision of a hearing examiner or responsible DoD official shall state all findings and conclusions and identify each violation of this Directive. The final decision may contain an order pursuant to section E4.17., above, providing for the suspension or termination of or refusal to grant or continue all or some of the federal financial assistance under the program or activity involved and contain terms, conditions, and other provisions that are consistent with and intended to achieve compliance with this Directive.

E4.19.5. Notice of Decisions and Certifications. The responsible DoD official shall provide a copy of any certified record of a hearing and any initial or final decision to the recipient and the complainant, if any.

E4.19.6. Review by the Secretary of Defense. The responsible DoD official shall transmit promptly any final decision that orders a suspension, termination, or denial of Federal financial assistance through the ASD(MRA&L) to the Secretary of Defense. The Secretary may:

- E4.19.6.1. Approve the decision;
- E4.19.6.2. Vacate the decision; or
- E4.19.6.3. Remit or mitigate any sanction imposed.

E4.20. RESTORING ELIGIBILITY FOR FINANCIAL ASSISTANCE

E4.20.1. A recipient that is affected adversely by a final decision issued under section E4.19., above, may at any time request the responsible DoD official to restore fully its eligibility to receive Federal financial assistance.

E4.20.2. If the responsible DoD official determines that the information supplied

by the recipient demonstrates that it has satisfied the terms and conditions of the order entered pursuant to section E4.19., above, and that it is complying with and has provided reasonable assurance that it will continue to comply with this Directive, the responsible DoD official shall restore such eligibility immediately.

E4.20.3. If the responsible DoD official denies a request for restoration of eligibility, the recipient may submit a written request for a hearing that states why it believes the responsible DoD official erred in denying the request. Following such a written request, the recipient shall be given an expeditious hearing under rules of procedure issued by the responsible DoD official to determine whether the requirements described in subsection E4.20.2., above, have been met. While any such proceedings are pending, the sanctions imposed by the order issued under section E4.19., above, shall remain in effect.

E4.21. INTERAGENCY COOPERATION AND DELEGATION

E4.21.1. When several recipients are receiving assistance for the same or similar purposes from a DoD Component and another Federal Agency, the DoD Component shall notify the ASD(MRA&L), or designee. Such notification shall be in writing and shall contain:

E4.21.1.1. A description of the programs and activities involved.

E4.21.1.2. A statement of the amount of money expended on the programs and activities in the previous and current fiscal year by the DoD Component and the Agency.

E4.21.1.3. A list of the known primary recipients.

E4.21.2. The ASD(MRA&L), or designee, shall attempt to negotiate with the Federal Agency a written delegation agreement that designates the Agency or the DoD Component as the primary Agency for purposes of ensuring compliance with Section 504 of P.L. 93-112, as amended, and this Directive, depending upon which of them administers a larger financial assistance program with the common recipients and other relevant factors. If necessary, the agreement shall establish procedures to ensure the enforcement of Section 504 of P.L. 93-112, as amended, and this Directive. The ASD(MRA&L), or designee, shall provide written notification to recipients of an agreement reached under this subsection.

E4.21.3. When several recipients are receiving assistance for the same or similar

purposes from two or more DoD Components, the DoD Components may negotiate a proposed written delegation agreement that:

E4.21.3.1. Assigns responsibility for ensuring that the recipient complies with this Directive to one of the DoD Components.

E4.21.3.2. Provides for the notification to recipients and the responsible program officials of the DoD Components involved of the assignment of enforcement responsibility.

E4.21.4. No delegation agreement reached in accordance with subsection E4.21.3., above, shall be effective until it is approved by the ASD(MRA&L), or designee.

E4.21.5. When possible, existing delegation agreements relating to Title VI of the Civil Rights Act of 1964 shall be amended to provide for the enforcement of this Directive.

E4.21.6. Any DoD Component conducting a compliance review or investigating a complaint of an alleged violation by a recipient shall notify any other affected Agency or DoD Component through the ASD(MRA&L), or designee, upon discovery that the Agency or DoD Component has jurisdiction over the program or activity in question and shall subsequently inform it of the finding made. Such reviews or investigations may be conducted on a joint basis.

E4.21.7. When a compliance review or complaint investigation under this Directive reveals a possible violation of Executive Order 11246, Titles VI or VII of the Civil Rights Act of 1964, or any other Federal law, the DoD Component shall notify the appropriate Agency, through the ASD(MRA&L), or designee.

E4.22. COORDINATION WITH SECTIONS 502 AND 503

E4.22.1. DoD Components shall use DoD 4270.1-M and Department of the Army, Office of the Chief of Engineers, Manual EM 1110-1-103, in developing requirements for the accessibility of facilities. If DoD Components encounter issues with respect to Section 502 of the Rehabilitation Act of 1973, as amended, that are not covered by these publications, the ASD(MRA&L), or designee, may be consulted. If necessary, the ASD(MRA&L), or designee, shall consult with the Architectural and Transportation Barriers Compliance Board in resolving such problems.

E4.22.2. DoD Components may advise recipients to consult directly with the Architectural and Transportation Barriers Compliance Board in developing accessibility criteria.

E4.22.3. DoD Components shall coordinate enforcement actions relating to the accessibility of facilities with the Architectural and Transportation Barriers Compliance Board and shall notify the ASD(MRA&L), or designee, of such coordination.

E4.22.4. If a recipient is also a Federal contractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, and the regulations thereunder (41 CFR 60-741) and if a DoD Component has reason to believe that the recipient is in violation thereof, the DoD Component shall coordinate enforcement actions with the Department of Labor, Office of Federal Contract Compliance Programs. The DoD Component shall notify the ASD(MRA&L), or designee, of such coordination.

E5. ENCLOSURE 5

ENSURING COMPLIANCE WITH THIS DIRECTIVE IN PROGRAMS AND
ACTIVITIES CONDUCTED BY THE DEPARTMENT OF DEFENSE

E5.1. SUPPLEMENTARY GUIDELINES

E5.1.1. Whenever necessary, the ASD(MRA&L), or designee, shall publish supplementary guidelines for programs and activities that are conducted by DoD Components and that are subject to this Directive. Prior to their issuance, the ASD(MRA&L), or designee, shall submit supplementary guidelines prepared pursuant to this subsection to the Coordination and Review Section, Civil Rights Division, Department of Justice, for review.

E5.1.2. The Heads of DoD Components, or designees, shall be responsible for keeping the supplementary guidelines described in this section current and accurate. When a DoD Component head determines that a program or activity should be added to or deleted from the guidelines, that official shall notify the ASD(MRA&L), or designee, in writing.

E5.2. STAFF RESPONSIBILITIES

The ASD(MRA&L), or designee, shall determine DoD Component compliance with this Directive as it pertains to programs and activities that are conducted by DoD Components and are subject to this Directive.

E5.3. FILING OF COMPLAINTS

E5.3.1. Complaints of discrimination in a program or activity conducted by a DoD Component may be filed directly with the ASD(MRA&L), or designee.

E5.3.2. DoD Components shall develop procedures, such as posters or other devices, to notify participants in the programs and activities listed in section E1.1.3. of enclosure 1 of their right to be free of discrimination because of handicap in those programs and activities and of their right to file complaints of discrimination with the ASD(MRA&L), or designee.

E5.4. INVESTIGATIONS OF COMPLAINTS

E5.4.1. The ASD(MRA&L), or designee, shall investigate complaints of discrimination in programs and activities that are conducted by DoD Components and are subject to this Directive.

E5.4.2. A case record of each investigation shall be compiled in accordance with subsection E4.10.2. of enclosure 4.

E5.5. RESULTS OF INVESTIGATIONS

If the complaint investigation results in a determination by the ASD(MRA&L), or designee, that a DoD Component's program or activity is not complying with enclosure 4 of this Directive, the ASD(MRA&L), or designee, shall proceed as prescribed in sections E4.14. through E4.22. of enclosure 4. Hearings prescribed under section E4.18. of enclosure 4 of this Directive, however, need not be conducted. If the ASD(MRA&L), or designee, determines that the DoD Component is in compliance, the ASD(MRA&L), or designee, shall notify the complainant within 15 calendar days of such determination.

E5.6. WRITTEN NOTICE

If an investigative report concludes that there has been a violation of this Directive in a program or activity conducted by a DoD Component and the ASD(MRA&L), or designee, accepts that conclusion, that official shall issue to the Head of the DoD Component a written notice describing the apparent violation, the corrective actions necessary to achieve compliance, and a suspense date for completion of the corrective actions.

E5.7. EFFECTING COMPLIANCE

When necessary to overcome the effects of discrimination in violation of this Directive, the ASD(MRA&L), or designee, may require a DoD Component to take remedial action similar to that in subsection E4.14.2. of enclosure 4.

E5.8. EMPLOYMENT

DoD Components that conduct Federal programs or activities covered by this Directive that involve employment of civilian persons to conduct such a program or activity must

DODD 1020.1, March 31, 1982

comply with Section 501 of the Rehabilitation Act of 1973, as amended, and the implementing rules and regulations of the EEOC.

45

ENCLOSURE 5

MARINE CORPS CHILDREN AND YOUTH ORDER

APPENDIX C

DEFINITIONS

1. Appropriated Fund (APF) Indirect Costs. Indirect costs are those mission costs that benefit two or more outputs, but not all outputs. Costs that benefit all outputs are general and administrative expenses.
2. Direct Costs. Direct costs are those costs clearly identified to a product or output and are totally related to the output, such as hands on labor or material used in a product. First-line supervision over a function in sole support of a specific output is considered a direct cost. Similarly, second-line supervision may also be considered a direct cost if solely in support of a specific output. Second-line supervision and activities above second line that do not provide direct benefits to a specific output are considered indirect costs. Costs related to Headquarters, regional offices, or support activities are not considered direct costs.
3. APF Employees. Civilian personnel hired by DoD Components with APFs as defined in Federal Pay Manual (FPM), Chapter 731 available at local civilian personnel offices. This include temporary employees, 18 years or older.
4. General and Administrative (G&A) Expenses. G&A expenses are overhead costs that cannot be reasonably associated with any particular outputs and are located over all of the outputs. G&A costs generally include functions such as local comptroller, installation security, facilities engineering, legal services, fire protection, utilities, custodial services, refuse collection, snow removal, and similar types of base support functions.
5. Caregiver. Civilian employees of the DoD Child Development or youth program who are directly involved with the care and supervision of children/youth and are counted in ratios.
6. CDP Employee. A civilian employed by the Department of Defense to work in a DoD CDP (regardless of whether the employee is paid from APFs or NAFs.)
7. Child. An unmarried person, whether natural child, adopted child, foster child, stepchild, or ward, who is a family member of a military member or DoD civilian or their spouse, and who is under the age of 18 years; or is incapable of self support because of a mental or physical incapacity.

MARINE CORPS CHILDREN AND YOUTH ORDER

8. Child Abuse and Neglect. The physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or other maltreatment of a child. The term may apply to both acts and omissions on the part of a responsible person.

9. Child Care Fee Receipts. NAFs derived from fees paid by members of the Armed Forces and other authorized users for child care services provided at a military CDC or other DoD-sponsored facility-based CDP. Also referred to as user fees or parent fees.

10. Child Care Hours. To determine if a home on base needs to be certified as an FCC home the number of child care hours being provided must be calculated. Child care hours are calculated by multiplying the number of children by the hours of care. All children from the same family are considered equal to one child when calculating child care hours.

11. Child Development Center. An installation facility or part of a facility used for child care operated under the oversight of Child Development Programs.

12. Child Development Programs (CDP). Child care services for children, aged six weeks through 12 years, of DoD personnel provided in child development facilities, to include contract locations, family child care homes, and alternative locations. Care may be provided on a full-day, part-day, or hourly basis. Care is designed to protect the health and safety of children and to promote their physical, social, emotional, and cognitive development to enhance children's readiness for later school experience.

a. Full-Day Care. This care meets the needs of parents working outside the home or attending school full-time who require child care services 5 hours or more per day on a regular basis, usually at least 4 days per week.

b. Part-Day Care. This care meets the needs of parents working outside the home who require child care services on a seasonal or regularly scheduled part-day basis for fewer than 5 hours per day, usually fewer than 4 days per week.

c. Hourly Care. Care provided in a CDP that meets the needs of parents requiring short-term child care services on an intermittent basis. Hourly care includes short-term alternative child care.

d. Part Day preschool Programs. A center-based enrichment program for children 3-5 years of age that last 4 hours or fewer per day on a regularly scheduled basis.

MARINE CORPS CHILDREN AND YOUTH ORDER

e. Family Child Care. Home-based child care services that are provided for members of the Armed Forces and DoD civilian personnel by an individual who is certified by the Secretary of the Military Department concerned or Defense Agency Director and/or Commander concerned as qualified to provide those services, and provides those services for 10 hours or more per week per child on a regular basis for compensation.

f. Off Base Family Child Care. Home-based child care services that are provided for members of the Armed Forces and DoD civilian personnel by an individual who is registered with the local command and meet all requirements as established in the Memorandum of Agreement or Understanding. Providers in these homes provide services for ten hours or more per week per child on a regular basis for compensation.

g. School-Age Care (SAC). Either facility-based or FCC-based care for children ages six-twelve, or attending kindergarten, who require supervision before and after school, during duty hours, school holidays, and during school closures.

h. Resource and Referral (R&R). A service that provides information about children and youth programs on and off the installation to meet patrons' needs and to maximize use of available resources.

i. Short-Term Alternative Child Care. A child care program that provides on-site hourly group child care when a parent or guardian of the children in care are attending the same function and are in the same facility.

13. Competitive Service Positions. As defined in the 5 U.S.C., 2102, these positions consist of:

a. All civil service positions in the executive branch, except:

(1) Positions that are specifically excepted from the competitive service by or under statute;

(2) Positions to which appointments are made by nomination for confirmation by the Senate, unless the Senate otherwise directs;

(3) Positions in the Senior Executive Service.

b. Civil service positions not in the Executive Branch that are specifically included in the competitive service by statute.

MARINE CORPS CHILDREN AND YOUTH ORDER

c. Positions in the government of the District of Columbia that are specifically included in the competitive service by statute.

14. Contractors. Individuals employed by a contractor or contracted with individually to provide child care services.

15. Criminal History Background Check. An investigation based on fingerprints and other identifying information obtained by a law enforcement officer conducted through the Federal Bureau of Investigation-Identification Division (FBI-ID) and State Criminal History Repository (SCHR) of all states that an employee or prospective employee list as current and former residences on an employment application initiated through the personnel programs of the applicable federal Agencies or through the personnel program of a given government contractor.

16. Developmental Program. A planned program of developmentally appropriate activities that promotes the social, emotional, physical, and cognitive development of children and enhances school readiness. Activities include child-initiated as well as adult-directed activities.

17. DoD CDP Employee Wage Plan. The NAF wage plan implemented in response to the Military Child Care Act, which uses a NAF pay banding system to provide direct service personnel with rates of pay substantially equivalent to other employees at the installation with similar training, seniority, and experience. Pay increases and promotions are tied to completion of training. Completion of training is a condition of employment. This wage plan does not apply to CDPs constructed and operated by contractors under 10 U.S.C. 2809.

18. DoD Certificate to Operate. A certificate issued every 15 months to each DoD CDP after the program has been inspected by a representative(s) of the higher headquarters or a major command Children and Youth Specialist, and found to be in compliance with DoD standards.

19. DoD Child Abuse and Safety Hotline. Continental United States and Outside Continental United States 1-800 numbers that reach the Office of the Assistant Secretary of Defense (Force Management and personnel) to report suspected child abuse or safety violations in DoD child development and youth programs.

20. DoD Installation. A base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility.

MARINE CORPS CHILDREN AND YOUTH ORDER

21. Facility. A building, structure, or other improvement to real property.
22. Facility-Based Program. Refers to child care that is provided within centralized facilities. Does not include family child care homes.
23. Family Care Plan. A document that outlines, on Service-specific forms, the person(s) who shall provide care for the military member's children, disabled, elderly and/or other family member(s) dependent upon the member for financial, medical, or logistical support in the absence of the member due to military duty. The plan outlines the legal, medical, logistical, educational, monetary, and religious arrangements for the care of the member's family, in accordance with MCO 1740.13A: Family Care Plans.
24. Family Style Dining. Type of meal service that allows children/youth to serve themselves from common platters of food with assistance from supervising adults setting the example.
25. FCC Management personnel. DoD employees or contract personnel, either APF or NAF, who are responsible for FCC program management, training, inspections and other services to assist FCC providers. Includes program directors, monitors, outreach workers, United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) monitors, and administrative personnel.
26. FCC provider. An individual 18 years of age or older who provides child care for 10 hours or more per week per child on a regular basis in his or her Government quarters with the approval and certification of the commanding officer, and has responsibility for planning and carrying out a program that meets the children's needs at their various stages of development and growth.
27. Infant. A child six weeks through twelve months of age.
28. Installations Records Check (IRC). An investigation conducted through the records of all installations of an individual's identified residences for the 2 years prior to the date of the employment application. This record check must include file checks on local police (base and/or military police, security office, criminal investigations, or local law enforcement) records, substance abuse program records, Family Housing records, and Family Advocacy Program records, to include the Service's Central Registry records, mental health records, and any other record checks as appropriate, to the extent permitted by law.

MARINE CORPS CHILDREN AND YOUTH ORDER

29. Mixed Age Group. A group of children in a CDP drawn from more than one child age group category.
30. National Agency Check (NAC).
31. National Agency Check and Inquiry (NACI).
32. Newborn. A child birth through five weeks of age.
33. Non appropriated Funds Instrumentalities (NAFI) Employees. Civilian personnel hired by DoD Components and compensated from NAFI funds as defined in DoD Directive 1015.1. This includes temporary employees, 18 years or older.
34. Parent. The biological father or mother of a child; a person who, by order of a court of competent jurisdiction, has been declared the father or mother of a child by adoption; the legal guardian of a child; or a person in whose household a child resides, provided that such person stands in loco parentis to that child and contributes at least one-half of the child's support.
35. Part Day Preschool. A regularly scheduled facility-based activity and educational program for children three to five years of age that lasts four hours or less per day.
36. Preschool-Age. Children 37 months through five years of age.
37. Preferred Care Waiting List. The preferred Care Waiting List (PCWL) consists of children who currently have care in one of the affordable options but whose parents desire placement in another Marine Corps sponsored program or children whose parents decline to use an available space in one of the affordable options.
38. Pre-Toddler. A child 13 through 24 months of age.
39. Primary Caregiver. Principle person identified to be responsible for an assigned group of children.
40. Print/Rich Environment. Word/picture labeling of things in the children's environment (e.g., interest centers, equipment shelves, door, table, window), and a variety of experiences which foster language development (e.g., listen to, dictate stories and poems, use experience charts, creative writing).
41. School-Age Children. Children aged six years through twelve, or attending kindergarten through sixth grade, enrolled in a school-age care program.

MARINE CORPS CHILDREN AND YOUTH ORDER

42. School-Age Care (SAC) Programs. SAC Programs provide services for children six to twelve years old or kindergarten through sixth grades. Program includes: before and/or after school, full day camps, care during school holidays, teacher-in-service days, inter sessions, and during school closings. SAC provides a safe, supervised, healthy age-appropriate environment when parents are at work. Programs may be located in CDCs, youth centers, schools, (on and off base) and other facilities that meet fire, health, and safety requirements. Programs complement rather than duplicate the school day. These programs shall charge fees which fall within the DoD fee ranges established annually.
43. Special Needs Child. A child who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.
44. Staff-to-Child/Youth Ratio. The number of children/youth for whom one staff member may be responsible or supervise.
45. State Criminal History Repository (SCHR). A state's central record of investigative files.
46. Supervision. To direct and watch over the work and performance. Refers to having temporary responsibility for children and temporary or permanent authority to exercise direction and control by an individual over an individual whose required background checks have been initiated but not completed.
47. Support Staff. Person(s) responsible for providing services not directly related to direct child care/youth services, such as, but not limited to, janitorial, food service, clerical, and administrative duties.
48. Temporary Employees. Includes non status appointments to a competitive service position for a specified period of less than a year. Includes summer hires and student interns.
49. Toddler. Children 25 through 36 months of age.
50. Total Family Income. Includes all earned income including wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, quarters allowances and subsistence allowances and in-kind quarters and subsistence received by military member, pay for service in a combat zone and anything else of value, even if not taxable, that was received for providing services. Quarters allowances and subsistence allowances mean the Basic Allowance for Housing (BAH) received by military personnel (with

MARINE CORPS CHILDREN AND YOUTH ORDER

respect to grade and status) and the value of meals and lodging furnished in-kind to military personnel residing on military bases

51. Training and Curriculum Specialist. An APF employee who is a professionally qualified early childhood educator who meets the professional qualifications of the National Academy of Early Childhood Programs' Early Childhood Specialist, who provides training for employees, and FCC/OFCC providers, and ensures curriculum development and implementation.

52. Unmet Need. The number of children whose parents cannot work outside the home because child care is not available.

53. Useable Space. Includes area within the walls of each activity room used exclusively for children's activities. Calculations do not include toilets, storage closets, kitchen area, cot/mat storage, built-in furniture (e.g., counters, cabinets, cubbyholes, and diaper changing stations).

54. Volunteer. Individuals who help out with programs on an unpaid basis.

55. Waiting List. List of children and youth waiting for a space and none is available.

56. Youth Programs. A youth recreational service for dependents of DoD personnel. Components include but are not limited to youth, preteen, teen and sports programming. At no time shall youth programs be considered a child care program.

MARINE CORPS CHILDREN AND YOUTH PROGRAM

APPENDIX D

MEASURES OF EFFECTIVENESS

1. Goal: To provide safe, healthy, quality child care designed to meet the DoD and National standards for excellence.

Performance Measure: 100% of Marine Corps child care facilities will be Nationally Accredited and all Child Development Programs will be DoD certified.

2. Goal: To provide accessibility/availability to quality child care.

Performance Measure: All Marine Corps Installations will continuously provide the number of child and youth spaces funded.

3. Goal: To provide quality, customer friendly Children and youth Programs.

Performance Measure: Elicit customer feedback and continuously decrease the number of complaints.

4. Goal: To provide options and opportunities to engage youth in positive, constructive activities.

Performance Measure: Continuously decrease reports of youth violence and gang activity around and on the Marine Corps Installations.

Note: Additional related MOEs are contained in reference (d).

MARINE CORPS CHILDREN AND YOUTH PROGRAM

APPENDIX E

REQUIRED REPORTS

INSTALLATION FEE IMPLEMENTATION REPORT
FOR
CHILD CARE FEES

1. NAME OF INSTALLATION: _____
 2. POINT OF CONTACT REGARDING INSTALLATION FEE REPORT: _____

PHONE: () _____ DSN: _____
 FAX: _____

3. AMOUNT OF FEE INCOME GENERATED DURING THE FIRST QUARTER OF THE FY
 (01 OCTOBER - 31 DECEMBER) (REPORT TUITION/REGISTRATION SEPARATELY): _____

TUITION ONLY: \$ _____

REGISTRATION: \$ _____

4. TOTAL NUMBER OF WAIVERS GRANTED FOR HARDSHIP CASES: _____

5. COMMENTS ON FEE POLICY: _____

6. INSTALLATION FEE SCHEDULE - COMPLETE AS MANY AS NECESSARY FOR YOUR
 INSTALLATION. YOUR REPORT MUST ACCOUNT FOR ALL CHILDREN ATTENDING PROGRAMS ON
 A REGULAR FULL-TIME OR PART-TIME BASIS, EXCEPT FOR SCHOOL-AGED CARE (SAC).
 REPORT IN WEEKLY FEE AMOUNTS ONLY. IF YOU CHARGE FEES BI-WEEKLY, REPORT THE
 COST FOR ONE WEEK OF SERVICE. IF YOU CHARGE ON A MONTHLY BASIS, MULTIPLY THE
 MONTHLY RATE BY 12 (MONTHS) AND DIVIDE BY 52 (WEEKS) TO DETERMINE THE WEEKLY
 RATE. IF YOU CHARGE ACCORDING TO MILITARY PAY PERIODS, MULTIPLY YOUR
 SEMI-MONTHLY RATE BY 24 (PAY PERIODS) AND DIVIDE BY 52 WEEKS. * BE CERTAIN TO
 COMPLETE SECTION (g) WHICH IS A TOTAL OF ALL CHILDREN.

a. FULL-DAY FEE SCHEDULE:

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|
| I | \$ _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ |
| | TOTAL | _____ | _____ |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

b. PART-DAY PRE-SCHOOL FEE (FIVE DAY PROGRAM):

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|
| I | \$ _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ |
| TOTAL | | _____ | _____ |

c. PART DAY PRE-SCHOOL FEE (THREE DAY PROGRAM):

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|
| I | \$ _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ |
| TOTAL | | _____ | _____ |

d. PART-DAY PRE-SCHOOL FEE (TWO DAY PROGRAM):

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|
| I | \$ _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ |
| TOTAL | | _____ | _____ |

e. OTHER (IDENTIFY) _____

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|
| I | \$ _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ |
| TOTAL | | _____ | _____ |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

f. OTHER (IDENTIFY) _____

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|
| I | \$ _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ |
| | TOTAL | _____ | _____ |

g. TOTAL NUMBER OF CHILDREN IN CHILD CARE FOR ALL FEE SCHEDULES REPORTED ABOVE (SECTION 6(a-f))

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|
| I | \$ _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ |
| | TOTAL | _____ | _____ |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

a. 5 SAC SERVICE HOURS PER WEEK:

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> | <u>%FEE INCREASE FROM PREVIOUS YR</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|---|
| I | \$ _____ | _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ | _____ |
| TOTAL | | _____ | _____ | _____ |

b. 10 SAC SERVICE HOURS PER WEEK:

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> | <u>%FEE INCREASE FROM PREVIOUS YR</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|---|
| I | \$ _____ | _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ | _____ |
| TOTAL | | _____ | _____ | _____ |

c. 15 SAC SERVICE HOURS PER WEEK:

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> | <u>%FEE INCREASE FROM PREVIOUS YR</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|---|
| I | \$ _____ | _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ | _____ |
| TOTAL | | _____ | _____ | _____ |

d. 20 SAC SERVICE HOURS PER WEEK:

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> | <u>%FEE INCREASE FROM PREVIOUS YR</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|---|
| I | \$ _____ | _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ | _____ |
| TOTAL | | _____ | _____ | _____ |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

e. 25 SAC SERVICE HOURS PER WEEK:

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> | <u>%FEE INCREASE FROM PREVIOUS YR</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|---|
| I | \$ _____ | _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ | _____ |
| TOTAL | | _____ | _____ | _____ |

f. 30 SAC SERVICE HOURS PER WEEK:

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> | <u>%FEE INCREASE FROM PREVIOUS YR</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|---|
| I | \$ _____ | _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ | _____ |
| TOTAL | | _____ | _____ | _____ |

g. 35 SAC SERVICE HOURS PER WEEK:

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> | <u>%FEE INCREASE FROM PREVIOUS YR</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|---|
| I | \$ _____ | _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ | _____ |
| TOTAL | | _____ | _____ | _____ |

h. 40 SAC SERVICE HOURS PER WEEK:

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> | <u>%FEE INCREASE FROM PREVIOUS YR</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|---|
| I | \$ _____ | _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ | _____ |
| TOTAL | | _____ | _____ | _____ |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

i. 50 SAC SERVICE HOURS PER WEEK:

| <u>CATEGORY</u> | <u>FEE CHARGED WEEKLY</u> | <u>#CHILDREN IN CATEGORY</u> | <u>%CHILDREN IN CATEGORY</u> | <u>%FEE INCREASE FROM PREVIOUS YR</u> |
|-----------------|---------------------------|----------------------------------|----------------------------------|---|
| I | \$ _____ | _____ | _____ | _____ |
| II | \$ _____ | _____ | _____ | _____ |
| III | \$ _____ | _____ | _____ | _____ |
| IV | \$ _____ | _____ | _____ | _____ |
| V | \$ _____ | _____ | _____ | _____ |
| | | TOTAL | _____ | _____ |

j. TOTAL NUMBER OF CHILDREN IN ALL FEE SCHEDULES:

| <u>CATEGORY</u> | <u># OF CHILDREN IN CATEGORY</u> | <u>% OF CHILDREN IN CATEGORY</u> |
|-----------------|--------------------------------------|--------------------------------------|
| I | _____ | _____ |
| II | _____ | _____ |
| III | _____ | _____ |
| IV | _____ | _____ |
| V | _____ | _____ |
| TOTAL | _____ | _____ |

MARINE CORPS CHILDREN AND YOUTH ORDER

**CHILD DEVELOPMENT PROGRAM (CDP)
OBLIGATION AND STAFFING LEVELS REPORT**

INSTALLATION:
 PERIOD ENDING:

A. APPROPRIATED FUND (APF) BUDGET FOR THE CURRENT FISCAL YEAR (FY)

| | |
|---------------------------------------|------------|
| Child Development Center(s) (CDCs): | \$0 |
| Family Child Care (FCC): | \$0 |
| School Age Care (SAC): (outside CDC) | \$0 |
| Resource and Referral (R&R) Services: | \$0 |
| TOTAL: | \$0 |

1. APPROPRIATED FUND EXECUTION - CHILD DEVELOPMENT CENTER (S)

| | FOR CURRENT QUARTER | TOTAL FOR FY |
|---------------------------------|------------------------|-----------------|
| PERSONNEL: | \$0 | \$0 |
| TRAINING: | \$0 | \$0 |
| TRAVEL: | \$0 | \$0 |
| SUPPLIES: | \$0 | \$0 |
| MAINTENANCE: | \$0 | \$0 |
| CUSTODIAL: | \$0 | \$0 |
| EQUIPMENT: | \$0 | \$0 |
| CONTRACTS: (Specify) | \$0 | \$0 |
| | \$0 | \$0 |
| MWR USA PRACTICE: | \$0 | \$0 |
| OTHER DIRECT SUPPORT: (Specify) | \$0 | \$0 |
| | \$0 | \$0 |
| | \$0 | \$0 |
| TOTAL: | \$0 | \$0 |

2. APPROPRIATED FUND EXECUTION - FAMILY CHILD CARE

| | FOR CURRENT QUARTER | TOTAL FOR FY |
|---------------------------------|------------------------|-----------------|
| PERSONNEL: | \$0 | \$0 |
| TRAINING: | \$0 | \$0 |
| TRAVEL: | \$0 | \$0 |
| SUPPLIES: | \$0 | \$0 |
| EQUIPMENT: | \$0 | \$0 |
| CONTRACTS: (Specify) | \$0 | \$0 |
| | \$0 | \$0 |
| MWR USA PRACTICE: | \$0 | \$0 |
| OTHER DIRECT SUPPORT: (Specify) | \$0 | \$0 |
| | \$0 | \$0 |
| | \$0 | \$0 |
| TOTAL: | \$0 | \$0 |

MARINE CORPS CHILDREN AND YOUTH ORDER

3. APPROPRIATED FUND EXECUTION - RESOURCE AND REFERRAL SERVICES

Breakout School Age Child Care (SAC) separately

| | FOR CURRENT QUARTER | TOTAL FOR FY |
|---------------------------------|------------------------|-----------------|
| PERSONNEL: | \$0 | \$0 |
| TRAINING: | \$0 | \$0 |
| TRAVEL: | \$0 | \$0 |
| SUPPLIES: | \$0 | \$0 |
| EQUIPMENT: | \$0 | \$0 |
| CONTRACTS: (Specify) | \$0 | \$0 |
| | \$0 | \$0 |
| MWR USA PRACTICE: | \$0 | \$0 |
| OTHER DIRECT SUPPORT: (Specify) | \$0 | \$0 |
| | \$0 | \$0 |
| | \$0 | \$0 |
| TOTAL: | \$0 | \$0 |

4. APPROPRIATED FUND EXECUTION - SCHOOL AGE CARE (SAC)*

* defined as school age child care provided in schools, youth centers, other base facilities or other locations on and off the installation operated/contracted by USMC, (excluding CDCs)

| | FOR CURRENT QUARTER | TOTAL FOR FY |
|---------------------------------|------------------------|-----------------|
| PERSONNEL: | \$0 | \$0 |
| TRAINING: | \$0 | \$0 |
| TRAVEL: | \$0 | \$0 |
| SUPPLIES: | \$0 | \$0 |
| EQUIPMENT: | \$0 | \$0 |
| CONTRACTS: (Specify) | \$0 | \$0 |
| | \$0 | \$0 |
| MWR USA PRACTICE: | \$0 | \$0 |
| OTHER DIRECT SUPPORT: (Specify) | \$0 | \$0 |
| | \$0 | \$0 |
| | \$0 | \$0 |
| TOTAL: | \$0 | \$0 |

MARINE CORPS CHILDREN AND YOUTH ORDER

B. NON-APPROPRIATED FUND (NAF) DATA REQUEST

1. NON-APPROPRIATED FUND EXECUTION - CHILD DEVELOPMENT CENTER (S)

| | FOR CURRENT QUARTER | TOTAL FOR FY |
|-------------------------|------------------------|-----------------|
| PERSONNEL: (Caregivers) | \$0 | \$0 |
| OTHER PERSONNEL: | \$0 | \$0 |
| TRAINING: | \$0 | \$0 |
| TRAVEL: | \$0 | \$0 |
| CONSUMABLE SUPPLIES: | \$0 | \$0 |
| FOOD RELATED COSTS: | \$0 | \$0 |
| OTHER: (Specify) | \$0 | \$0 |
| TOTAL: | \$0 | \$0 |

2. NON-APPROPRIATED FUND EXECUTION - SCHOOL AGE CARE (SAC)

| | FOR CURRENT QUARTER | TOTAL FOR FY |
|-------------------------|------------------------|-----------------|
| PERSONNEL: (Caregivers) | \$0 | \$0 |
| OTHER PERSONNEL: | \$0 | \$0 |
| TRAINING: | \$0 | \$0 |
| TRAVEL: | \$0 | \$0 |
| CONSUMABLE SUPPLIES: | \$0 | \$0 |
| FOOD RELATED COSTS: | \$0 | \$0 |
| OTHER: (Specify) | \$0 | \$0 |
| TOTAL: | \$0 | \$0 |

3. NON-APPROPRIATED FUND INCOME - CHILD DEVELOPMENT CENTER (S)

| | FOR CURRENT QUARTER | TOTAL FOR FY |
|---------------------|------------------------|-----------------|
| PARENT FEES: | \$0 | \$0 |
| USDA REIMBURSEMENT: | \$0 | \$0 |
| OTHER: | \$0 | \$0 |
| TOTAL: | \$0 | \$0 |

4. NON-APPROPRIATED FUND INCOME - SCHOOL AGE CARE (SAC)

| | FOR CURRENT QUARTER | TOTAL FOR FY |
|---------------------|------------------------|-----------------|
| PARENT FEES: | \$0 | \$0 |
| USDA REIMBURSEMENT: | \$0 | \$0 |
| OTHER: | \$0 | \$0 |
| TOTAL: | \$0 | \$0 |

MARINE CORPS CHILDREN AND YOUTH ORDER

5. AMOUNT MWR REVENUE EXPENDED: \$0

(CURRENT APF FY - CMC WAIVER REQUIRED)

C. CHILD DEVELOPMENT PROGRAM STAFFING AND OPERATIONAL STATUS

1. STAFFING FOR CHILD DEVELOPMENT PROGRAM:

All reports must include the below requested CDP staffing data.

A. NUMBER OF APF POSITIONS:

| | |
|-------------|----------------------|
| AUTH: | <input type="text"/> |
| FILLED: | <input type="text"/> |
| ADVERTISED: | <input type="text"/> |

B. NUMBER OF T&C SPECIALIST POSITIONS FILLED:

2. CHILD DEVELOPMENT PROGRAM OPERATIONAL STATUS

Please indicate the status of your child development program as follows:

No answers are indicated by placing a zero (0) in the appropriate box.

Yes answers are indicated by placing the number one (1) in the appropriate box.

A. IS THE CHILD DEVELOPMENT PROGRAM CURRENTLY CERTIFIED?

B. IS THE CHILD DEVELOPMENT PROGRAM CURRENTLY OPERATING UNDER A WAIVER?

C. IF (THE ANSWER IS NO TO A & B) IS THERE A CORRECTIVE ACTION IN PROCESS FOR THE CDP?

MARINE CORPS CHILDREN AND YOUTH PROGRAM

6. Center staffing (continued)

| Name of Center | Grade | Full Time | | Part Time | | Dual listed as | Degree |
|----------------------------------|-------|-----------|----|-----------|----|----------------|--------|
| | | FT | PT | FT | PT | | |
| Administrative and Support Staff | | | | | | | |
| CDCD | | | | | | | |
| Assistant CDCD | | | | | | | |
| Training & Curriculum Specialist | | | | | | | |
| Operations clerk | | | | | | | |
| Cook | | | | | | | |
| Custodian | | | | | | | |
| Other (specify) | | | | | | | |
| Total | | | | | | | |

| Name of Center | Grade | Full Time | | Part Time | | Dual listed as | Degree |
|----------------------------------|-------|-----------|----|-----------|----|----------------|--------|
| | | FT | PT | FT | PT | | |
| Administrative and Support Staff | | | | | | | |
| CDCD | | | | | | | |
| Assistant CDCD | | | | | | | |
| Training & Curriculum Specialist | | | | | | | |
| Operations clerk | | | | | | | |
| Cook | | | | | | | |
| Custodian | | | | | | | |
| Other (specify) | | | | | | | |
| Total | | | | | | | |

For "supervisory" state number of program leaders or technicians that are first level supervisors for subordinate staff. Overlines are in excess of LOR, temporary and term employees. For "receiving benefits," provide the number receiving full fringe benefits.

| Regular positions in all CDCs NAC program assistant (receiving) positions | Super- visory | | Regular | | Flex | | PT Overtimes | | Vacant | | Receiving Benefits | |
|---|------------------|----|---------|----|------|----|-----------------|----|--------|----|-----------------------|----|
| | FT | PT | FT | PT | FT | PT | FT | PT | FT | PT | FT | PT |
| GS-2 | | | | | | | | | | | | |
| GS-3 | | | | | | | | | | | | |
| GS-4 | | | | | | | | | | | | |
| GS-5 | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

For the DOR

| | |
|---|--|
| Supervisors employed less than one year | |
| Supervisors employed one year or more | |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

FAMILY CHILD CARE INCLUDING OFF-BASE FAMILY CHILD CARE (OFCC)

1. Housing units "Occupied or occupiable" below refers to units that are occupied or those that could be occupied within one month.

| | |
|---|------------------------|
| Number of housing units on the installation | Occupied or occupiable |
| Enlisted | |
| Officer | |
| Total | |

2. On-base Family Child Care (FCC) provider information if the number of active, certified on-base providers on the DOR shown below is much larger or much smaller than the usual number of providers (average), explain in the remarks section and provide the average number.

| | | | |
|--|---------------------|---------|--------|
| Number of on-base providers | | | |
| Certified - active | | | |
| In-process | | | |
| Number of on-base providers certified | | | |
| 0-1 yr | 1-2 yrs | 2-4 yrs | 5+ yrs |
| Avg length of time in months to complete FCC certification requirements. | | | |
| Number of on-base providers | with CDA Accredited | | |

| | |
|--|--|
| Number of on-base providers who will provide | |
| 24-hour care | |
| extended/weekend care before and after school care | |
| hourly (drop-in) care | |
| Care for | |
| children with special needs* | |
| infant/toddler/children only | |
| school age children only | |
| ready to children | |

* as defined in Sections 7.3 and 24.5 of MCO 110.30C

| | |
|--|---------------|
| On-base FCC providers who have left the OFCC program | During period |
| Due to PCS | fiscal yr |
| Personal reasons | |
| Out-of-home employment | |
| Other (if need more room, use remarks section) | |
| Total | |

3. Off-base Family Child Care (OFCC) provider information if the number of registered off-base providers on the DOR shown below is much larger or much smaller than the usual number of providers (average), explain in the remarks section and provide the average number.

| | |
|---|------------------|
| Number of off-base providers who are | |
| Registered - active | |
| Registered - inactive | |
| In-process | |
| Total number of OFCC provider registrations | |
| Registered | During fiscal yr |
| On-site | |
| Off-site | |
| Suspensions | |
| Number of off-base providers certified by the | |
| USMC (as another location) | Air Force Army |

| | | | |
|--|---------------------|---------|--------|
| Number of OFCC providers registered | | | |
| 0-1 yr | 1-2 yrs | 2-4 yrs | 5+ yrs |
| Number of OFCC providers | with CDA Accredited | | |
| Number of OFCC providers who will provide | | | |
| 24-hour care | | | |
| extended/weekend care before and after school care | | | |
| hourly (drop-in) care | | | |
| Care for | | | |
| children with special needs* | | | |
| infant/toddler/children only | | | |
| school age children only | | | |
| ready to children | | | |

* as defined in Section 7.3 of MCO 110.30C

| | |
|--|---------------|
| OFCC providers who have left the OFCC program | During period |
| Due to move out of area (PCS) | fiscal yr |
| Personal reasons | |
| Out-of-home employment | |
| Other (if need more room, use remarks section) | |
| Total | |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

4. Enrollment on DOR (FCC and OFCC)

By age For both FCC and OFCC providers, ensure that the total of the first three columns (number of children, providers' and not) equals the sum of children in FT, PT and tiny care.

For both FCC and OFCC providers, count providers' own children in the following cases:
 In a mixed age home, if providers' own children are present and under the age of 6.
 In a school age home (all children over age 5), providers' own children through age 12.

| FCC and OFCC Age | Not including provider's own children | Providers' own children | Full time | Part time | Hourly Care | Total |
|------------------|---------------------------------------|-------------------------|-----------|-----------|-------------|-------|
| 0-12 months | | | | | | |
| 13-24 months | | | | | | |
| 25-36 months | | | | | | |
| 37-48 months | | | | | | |
| 49-59 months | | | | | | |
| 60-72 months | | | | | | |
| TOTAL | | | | | | |

Number of FCC and OFCC homes with full enrollment on DOR

By category - total matches total enrollment

| Category of children enrolled | FCC | OFCC |
|-------------------------------|-----|------|
| Children of enlisted members | | |
| Children of officers | | |
| Children of ESO/Chaplains | | |
| OSB | | |

| How many of these enrolled children are | FCC | OFCC |
|---|-----|------|
| Children of dual military couples | | |
| Children of single military parents | | |
| Spouses of active duty military | | |
| Receiving extended hours care as defined in Section 7.3 of MCO 1710.30C | | |

5. Attendance on DOR (FCC and OFCC)

Count FCC and OFCC providers' children as above for enrollment.

| Attendance | Not including provider's own children | Providers' own children |
|------------|---------------------------------------|-------------------------|
| DOR | | |
| Military | | |
| Chaplain | | |
| FCC | | |
| OFCC | | |

6. USDA food program

| USDA food program | FCC | OFCC |
|---|-----|------|
| Number of providers enrolled on DOR | | |
| Total reimbursement to providers for period | | |
| Total reimbursement to providers for FY | | |

7. Average fees charged

In the FCC and OFCC blocks below, enter the average fee charged in each category, for non-subsidized and subsidized spaces.

| FCC | FT Weekly | Subsidized | Hourly |
|----------------|-----------|------------|--------|
| Infant/toddler | spaces | spaces | spaces |
| Preschool age | spaces | spaces | spaces |
| School age | spaces | spaces | spaces |
| Extended hours | | | |
| Special needs | | | |

| OFCC | FT Weekly | Subsidized | Hourly |
|----------------|-----------|------------|--------|
| Infant/toddler | spaces | spaces | spaces |
| Preschool age | spaces | spaces | spaces |
| School age | spaces | spaces | spaces |
| Extended hours | | | |
| Special needs | | | |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

8. Direct cash assistance program

| | | |
|---|-----|------|
| Subsidized | FCC | OFCC |
| Number of providers receiving APF subsidy | | |
| Number of spaces receiving APF subsidy | | |

Break down the subsidized spaces by categories.

| No. of spaces receiving subsidy | Age | | Total |
|---------------------------------|--------|---------|-------|
| | Infant | Toddler | |
| Part-day | | | |
| Extended hours | | | |
| Hourly | | | |
| Special needs | | | |
| Total | | | |

* Preschool and school aged spaces may be subsidized on a case by case basis only.

| For OFCC, identify number of spaces receiving subsidy | Age | | Total |
|---|--------|---------|-------|
| | Infant | Toddler | |
| Part-day | | | |
| Extended hours | | | |
| Hourly | | | |
| Special needs | | | |
| Total | | | |

9. FCC staffing
List staff that supports the FCC and OFCC programs. Include Appropriated (GS) and Non-appropriated (NM) employees. Put the count of staff members with a CDA credential in the "Administration of CDPs" section. For those with a college degree, list that degree in the column labeled "Degree," and be specific (AA, BA, BS, MS, etc.). If any positions are temporary, term, or vacant include that information with title.

| Administrative and Support Staff | Part # | | Dual hatted as | Degree |
|----------------------------------|--------|----|----------------|--------|
| | FT | PT | | |
| Director | | | | |
| Monitor 1 | | | | |
| Monitor 2 | | | | |
| Monitor 3 | | | | |
| Monitor 4 | | | | |
| Other (specify) | | | | |
| Total | | | | |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

SUPPLEMENTAL PROGRAMS AND SERVICES

1. Resource and Referral Placement Information: CMC letter dated 20 Mar 87 requires no more than 20% more than a comparable program in a Marine Corps CDC. "High cost" programs cost more than 20% above what the Marine Corps would charge the family.

| Request for care and placements in CDP | During period | During fiscal yr |
|--|---------------|------------------|
| No. of requests for care (DD Form 2895) based on | | |
| Placed in CDC | | |
| Placed in FCC | | |
| Placed in OFCC | | |
| Placed in other programs (SPS) | | |
| Total number placed in CDP | | |
| Under two years of age | | |
| Two years of age and older | | |
| All ages | | |

| Number of children referred of installation | During period | During fiscal yr |
|---|---------------|------------------|
| and parent arrivals child in program | | |
| Spaces in accredited religious programs | | |
| Spaces in nonaccredited religious programs | | |
| Spaces in nonaccredited, affordable programs | | |
| Spaces in nonaccredited, high cost programs | | |
| Total number of children referred/admissions | | |
| Average placement time in months off installation | | |
| Under two years of age | | |
| Two years of age and older | | |
| All ages | | |

2. Number on Unmet Need Waiting List (UNWL) and the Preference of Care Waiting List (PCWL) on date of report (DOR). CMC letter dated 20 Mar 87 requires installations maintain two waiting lists, unmet need and preference for care. Report both below. The totals for "by sponsor", "present child care arrangements" and "by age group" must be the same. Count sponsor once for each child.

| By sponsor | UNWL | PCWL |
|--|------|------|
| Dual military | | |
| Military/DoD spouse | | |
| Dual DoD civilians | | |
| Single DoD civilian | | |
| Retired military | | |
| Retired civilian | | |
| National Guard | | |
| Military/unemployed spouse - not DoD | | |
| Military/unemployed spouse - not available | | |
| Other (specify type and number of each) | | |
| Total | | |

| Present child care arrangements | UNWL | PCWL |
|---|------|------|
| Present child care | | |
| FCG of installation | | |
| Other military child development center | | |
| Children CDC | | |
| Military alternate care | | |
| Non-military alternate care | | |
| No present care | | |
| Other (specify type and number of each) | | |
| Total | | |

| By age group | UNWL | PCWL |
|-----------------------------|------|------|
| Infants (0-17 months) | | |
| Toddlers (18-24 months) | | |
| Preschoolers (25-36 months) | | |
| Preschool (3-5 years) | | |
| School age (5-9 years) | | |
| Total | | |

Other waiting list information
 Children identified as special needs
 Children on another military waiting list

3. Fiscal impact of unmet demand for child care
 Report this information only at the end of the FY.

| Number of spouses of active duty military whose employment was prevented due to unmet demand for child care this fiscal year |
|--|
| Average income lost per family per year because care is not available |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

6. SAC attendance on DOR
SAC as defined in item #4.

| | |
|--|--|
| Attendance of children enrolled in SAC** | |
| Which is separate from center-based care | |
| Military sponsor | |
| Civilian sponsor | |
| Total | |

9. Alternate/other care attendance on DOR
Alternate/other care as defined in item #7.

| | |
|---|--|
| Attendance of children enrolled in alternate/other care | |
| Military sponsor | |
| Civilian sponsor | |
| Total | |

5. SAC enrollment by category on DOR
SAC which is separate from center-based care as defined in item #4.

| | |
|--|--|
| Category of children enrolled in SAC separate from center-based care | |
| Children of officers | |
| Children of DOD civilians | |
| Children of dual military couples | |
| Children of single military parents | |
| Special needs children** | |
| ** as defined in Section 7.3 of MCO 1710.30C | |

8. Alternate/other care enrollment by category on DOR
Alternate/other care including private organization care as defined in item #7.

| | |
|---|--|
| Category of children enrolled in alternate/other care | |
| Children of officers | |
| Children of DOD civilians | |
| Children of dual military couples | |
| Children of single military parents | |
| Special needs children** | |

4. SAC capacity on date of record (DOR)
List name of school or facility and capacity to care for children. Count SAC spaces as follows: count the number of children who can be served at any one time based on space available and a ratio of one adult to 15 children. (Count only spaces used for children whose parents enroll them for child care services in the appropriate category.) Do not count spaces for children whose parents are on the installation to include MWR and community-sponsored SAC programs. Provide average daily attendance (ADA).

| | | |
|---------------------------------------|----------|-----|
| SAC - separate from center-based care | Capacity | ADA |
| | | |
| Total | | |

7. Alternate/other care capacity on date of record (DOR)
List name of school or facility and capacity to care for children. Account for alternate/other care spaces as follows: count the number of children who can be served at any one time based on space available and the appropriate staff-child ratios. Include Pre-K spaces for 3 and 4-year-olds in the DOD Dependent Schools (DDDS), Head Start, and Sure Start programs and care provided by private organizations on the installation. Provide average daily attendance (ADA).

| | | |
|---|----------|-----|
| Alternate/other care including private organization CDP's | Capacity | ADA |
| | | |
| Total | | |

10. Contracted spaces in children centers on date of record (DOR)

List name of school or facility and number of each type of contracted space. If CDP contracts for any other type of space, provide details in remarks.

| Name of school or facility | Infant Spaces | ADA | Pre-K Age Spaces | ADA | Toddler Spaces | ADA | Preschool Age Spaces | ADA | SAC Spaces | ADA | Hourly Spaces | ADA |
|----------------------------|---------------|-----|------------------|-----|----------------|-----|----------------------|-----|------------|-----|---------------|-----|
| | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

12. Attendance in contracted spaces on DOR
Contracted spaces as defined in item #10.

| | |
|--|--|
| Attendance of children using contracted spaces | |
| Military sponsor | |
| Civilian sponsor | |
| Total | |

11. Enrollment in contracted spaces by category on DOR
Contracted spaces as defined in item #10.

| | |
|--|--|
| Category of children enrolled in contracted spaces | |
| Children of officers | |
| Children of DOD civilians | |
| Total | |
| Children of dual military couples | |
| Children of single military parents | |
| Special needs children** | |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

Report Survey

Since we aim to improve this report and make it as painless as possible, please respond to following questions. If you need additional space or want to address another topic, please use the "remarks" block on the next page. If you refer to a specific item, please give the item number, section and page number.

| |
|--|
| 1. How many "man" hours did it take to complete the report? |
| 2. How many people worked on this report? List everyone by the who did. |
| 3. Who reviewed it for accuracy? |
| 4. Was all the information asked for available in your records? If not, what wasn't? |
| 5. Were the instructions clear and sufficient? List items and describe what was unclear. |
| 6. Do you have any suggestions which would make completing this report easier for you? |
| 7. Has completing this report been beneficial to you? For example, has it made you aware of something you wouldn't have known about otherwise? |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

Spreadsheet Instructions

Complete the report using the last Wednesday of the reporting period as date of record (DOR) unless the specific item states otherwise. Use the WK4 file.

entering data

There are two versions of this file: WK4 and WK3. Use the WK4 file, if possible. Only use the WK3 version if your Lotus 1-2-3 program does not allow you to use the WK4 file.

WP administration, CDC, FCC, and SPS are all on the "sheet" labelled "CDP Operations," unlike the previous edition of this report where each was on a separate sheet.

The spreadsheet is fixed; this enables us to easily handle the data you send in. You can make entries only in the non-shaded areas within the blocks.

Be sure all totals are accurate. The spreadsheet automatically computes totals for you. If your total doesn't add up correctly, make sure there are no spaces or letters typed in with the numbers. If there is anything in a cell other than a number, the spreadsheet will treat the cell as though it is text and not a number. Do not use a fraction; use a decimal number. If your answer is $1\frac{1}{2}$, put 1.5. If you are asked to respond "in months," and your answer is "two weeks," put .5. One week is .25; three weeks is .75.)

A further explanation is needed or if you have suggestions for modifying the report, use the "remarks" section at the end of the report.



MARINE CORPS CHILDREN AND YOUTH PROGRAM

Department Of Defense
INSTRUCTION

January 19, 1993
NUMBER 6060.2

APPENDIX F

ASD(FM&P)

SUBJECT: Child Development Programs (CDPs)

References: (a) DoD Instruction 6060.2, subject as above, March 3, 1989 (hereby canceled)
(b) Assistant Secretary of Defense (Force Management and Personnel) Memorandum, "Implementing Guidance Required by the Military Child Care Act of 1989," March 23, 1990 (hereby canceled)
(c) DoD Directive 1342.17, "Family Policy," December 30, 1988
(d) DoD Directive 4001.1, "Installation Management," September 4, 1986
(e) through (qq), see enclosure 1
(++),

A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a), supersedes reference (b), and updates policy, responsibilities, and procedures for CDPS for eligible minor children of DoD military and civilian personnel in accordance with references (c) and (d) and DoD Directive 5124.2 (reference (e)).
2. Continues to authorize the publication of DoD 6060.1-M-18 (reference (f)), consistent with DoD 5025.1-M (reference (g)).
3. Authorizes the publication of "DoD Child Development Employee Training Modules," "DoD Child Abuse Training Modules for Caregivers," "DoD Child Abuse Training Modules for Family Child Care Providers," "DoD Family Child Care Training Modules," "DoD CDP Standards and Inspection Checklist," "DoD Child Development Need Survey," "The DoD School-Age Care Training Modules," and DD Form 2636, "DoD Certificate to Operate Child Development Programs," consistent with reference (g).
4. Implements Pub. L. No. 101-189, Title XV (reference (h)).
5. Replaces references (i) through (aa).

B. APPLICABILITY

This Instruction applies to:

1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard when it is operating as a Service

of the Navy, and when it is operating as a Service of the Department of Transportation (DoT) by agreement with the DoT.

2. CDPs sponsored or operated by or for the Department of Defense for military and civilian personnel and located on a military installation or on property under the jurisdiction of any component of the Department of Defense.

C. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

D. POLICY

The purpose of CDPs offered by the DoD Components is to assist DoD military and civilian personnel in balancing the competing demands of family life and the accomplishment of the DoD mission, and to improve the economic viability of the family unit. Child care is not considered an entitlement. It is DoD policy that on military installations and in other DoD Component facilities and to the extent possible:

1. The DoD Components shall provide CDPs, or viable alternatives, to military members and DoD civilian personnel. The first goal of the CDP is to assist DoD military and civilian personnel who are parents of children under the age of 6, or who are full-time students, in locating at least one affordable option for quality child care. The second goal is to assist DoD personnel who are parents of school-aged children in locating child care. The third goal is to expand availability of care through use of resource and referral (R&R) programs to quality affordable options both on and off DoD installations. The fourth goal is that, whenever possible, the DoD Components will support the needs of their personnel for hourly care and preschool programs by expanding the use of facilities and programs other than the Child Development Centers (CDCs).

2. The primary sources of DoD-sponsored or -operated CDPs include CDCs, Family Child Care (FCC) Homes, and R&R Programs. In addition, the DoD Components are encouraged to provide School-Aged Care (SAC) Programs and Preschools in other facilities, such as youth centers, chapels, and schools. The DoD Components are encouraged to provide Supplemental Child Care (SCC) options when needed.

3. Eligible patrons of DoD CDPs include active duty military personnel, DoD civilian personnel paid from both appropriated funds (APF) and nonappropriated funds (NAF), reservists on active duty or during inactive duty personnel training, and DoD contractors. The first priority is child care for active duty military and DoD civilian personnel. Each installation commander and Defense Agency Director and/or Commander shall establish a priority system under which access to CDPs shall be determined. In all cases, first priority shall be given to children of active duty military and DoD civilian personnel who are either:

- a. Single parents; or
- b. Whose spouse is employed on a full-time basis outside the home or is a military member on active duty. Installation commanders and Defense

Agency Directors and/or Commanders shall determine on a case-by-case basis whether a spouse employed on a full-time basis but working within the home qualifies for first priority treatment. The installation commander or Defense Agency Director and/or Commander shall make a statement of these priorities available to all eligible patrons seeking enrollment of their children in DoD CDPs.

4. If the unmet need for child care for DoD military and civilian personnel in the first priority of subsection D.3., above, exceeds 20 percent of the available space, the installation commander or Defense Agency Director and/or Commander shall take appropriate action, as necessary, to expand the availability of care through the use of R&R or contract services so as to offer quality, affordable options, both on- and off-installation. The installation commander or Defense Agency Director and/or Commander may meet the need for school-age care through the use of youth facilities, schools, and other appropriate community facilities. The installation commander or Defense Agency Director and/or Commander may meet parents' requests for hourly care for children from birth through the age of 12, and for preschool programs, by using other suitable facilities or programs such as FCC.

5. Parents have primary responsibility for the health, safety, and well-being of their children. Parents will be encouraged to participate in the planning and evaluation of the CDP as well as their child's care and development. The CDP shall provide parents with opportunities for direct participation in program activities.

6. The CDP, regardless of program setting, shall promote the cognitive, social, emotional, and physical development of children and shall:

- a. Meet the basic needs of children in a safe, healthy, and nurturing environment.
- b. Recognize the individual differences of children and provide an environment that encourages children's self-confidence, curiosity, creativity, and self-discipline.
- c. Employ competent and well-trained personnel.
- d. Support parents in the care and development of their children.
- e. Provide referrals to family support programs, education, health, and recreational programs.

7. DoD CDPs shall comply with the Crime Control Act of 1990 (reference (bb)), implementing guidance, and DoD Directive 6400.1 (reference (cc)). It is DoD policy to provide comprehensive programs to prevent child abuse and promote early identification and reporting of cases of alleged child abuse. Reporting instances of alleged child abuse or neglect is mandatory for CDP personnel.

8. Programs and activities conducted under this Instruction shall comply with DoD Directive 1020.1 (reference (dd)). No otherwise qualified person with a disability shall be subjected to discrimination by a DoD CDP. This includes children with disabilities who meet the essential eligibility requirements for

CDP services and parents with disabilities whose children are receiving or seeking CDP services.

9. Each DoD Component providing a DoD Child Development facility-based program shall operate, maintain, and fund these programs with direct APF at least equal to the amount of user fees collected. DoD Agencies previously excluded from this requirement shall have until January 1, 1996, to comply. This requirement does not apply to CDCs that are the result of a long-term facilities' contract under Section 2809 of 10 U.S.C. or a lease-purchase agreement under Section 2812 of 10 U.S.C. (reference (ee)).

10. The DoD Components, except those in the National Capital Region (NCR) (DoD Instruction 5305.5 (reference (ff))), are authorized, in accordance with 40 U.S.C. 490b (reference (gg)), to apply to the General Services Administration (GSA) for building space for use in providing child care for DoD personnel when such activities are housed in GSA facilities. Each DoD Component shall provide a copy of this application to the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)). DoD Components operating CDPs in GSA-controlled space shall comply with GSA standards for funding and operation of child care programs. All CDPs provided in GSA facilities, where the Department of Defense is the sole sponsoring agency and the space has been delegated to the Department of Defense by the GSA, shall comply with the standards and operational requirements prescribed in this Instruction.

11. The DoD Components in the NCR shall use the space acquisition procedures in reference (m) to gain the assignment of space, either in Government-owned or -leased facilities, from the GSA.

12. The DoD Components shall use the MIL-HNBK 1037/2 (reference (hh)) as the prescribed minimum construction standards for all CD facilities. State and local construction standards may be used, but are not required except if the CD facility is located on an area over which the United States Federal Government has no legislative jurisdiction, and then only if the State and local standards are more stringent.

13. Each CDC and FCC home shall keep a copy of the Family Care Plans (reference (ii)) for each child who is enrolled on a regular basis, and whose sponsor is active duty military, and who is required to have a Family Care Plan.

14. All child development facilities constructed after the effective date of this Instruction by a Military Department or Defense Agency under 10 U.S.C. 2809 (reference (ee)) shall comply with all operational and safety standards outlined in this Instruction except the DoD CDP Employee Wage Plan in enclosure 2 of this Instruction, unless otherwise stated.

15. Guidance on obtaining assistance from local authorities in cases of alleged child abuse in military CDC or family child care home sites is prescribed in DoD Directive 6400.1 (reference (cc)).

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel) shall:

a. Prescribe policies and guidelines for CDPs on DoD installations and in DoD-owned, -leased, or -funded facilities

b. Issue CDP standards and monitor compliance.

c. Ensure that all DoD CDP publications are published in accordance with this Instruction and DoD 5025.1-M (reference (g)).

d. Issue standards on safety and operating procedures at DoD Component CDPs.

2. The Heads of the DoD Components shall ensure that:

a. CDPS are operated in accordance with this Instruction and shall monitor local compliance with DOD standards and guidelines in accordance with DoD requirements.

b. Responsibility for compliance with this Instruction rests with the DoD activity providing the funding for the CDP. Each such DoD Activity shall provide implementing guidance for this Instruction.

c. All CDP personnel are trained pursuant to this Instruction.

d. Annual summary of operation reports will be completed at the end of each fiscal year by each Military Service CDP Manager or DoD Agency Director and/or Commander. Reports are to be submitted to the Office of the Assistant Secretary of Defense (Force Management and Personnel) by December 15 of each year.

F. PROCEDURES

Procedural guidance is in enclosures 3 through 5.

G. INFORMATION REQUIREMENTS

1. Authorizes publication of DD Form 2605, "Department of Defense Child Development Program Annual Summary of Operations," Report Control Symbol DD-FM&P(A)1884, consistent with DoD Instruction 7750.7 (reference (jj)).

2. Authorizes publication of DD Form 2606, "Department of Defense Child Development Request for Care Record," consistent with reference (jj).

3. The annual reporting requirement listed in paragraph E.2.c., above, has been assigned Report Control Symbol DD-FM&P(A)1884.

H. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.



Christopher Jehn
Assistant Secretary of Defense
Force Management and Personnel

Enclosures - 7

1. References
2. Definitions
3. DoD Requirements for the Establishment and Operation of CDPs
4. DoD Requirements for the Establishment and Operation of Child Development Facility-Based Programs
5. DoD Requirements for the Establishment and Operation of FCC Homes
6. DoD CDP Annual Summary of Operations, DD Form 2605
7. DoD CDP Request for Care Record, DD Form 2606
8. DoD CDP Family child care standards

REFERENCES, - continued

- (e) DoD Directive 5124.2, "Assistant Secretary of Defense (Force Management and Personnel)," January 26, 1990
- (f) DoD 6060.1-M-18, "Prevention of Child Abuse and Neglect in Child Care Settings," August 1988, authorized by this Instruction
- (g) DoD 5025.1-M, "DoD Directives System Procedures," December 1990, authorized by DoD Directive 5025.1, December 23, 1988
- (h) Title XV of Public Law 101-189, "Military Child Care Act of 1989," November 29, 1989 (10 U.S.C. 113 note)
- (i) DoD 6060.1-M-1A, "'Caring' Role in a Child Care Center, Pt. I, Orientation," April 1982, (hereby canceled)
- (j) DoD 6060.1-M-1B, "'Caring' Role in a Child Care Center, Pt. II, Relating to Parents," April 1982, (hereby canceled)
- (k) DoD 6060.1-M-1C, "'Caring' Role in a Child Care Center, Pt. III, Relating to Children," April 1982, (hereby canceled)
- (l) DoD 6060.1-M-2, "Caring for Infants," April 1982, (hereby canceled)
- (m) DoD 6060.1-M-3, "Caring for Pretoddlers," April 1982, (hereby canceled)
- (n) DoD 6060.1-M-4, "Caring for Toddlers," -April 1982, (hereby canceled)
- (o) DoD 6060.1-M-5, "Caring for Preschoolers," April 1982, (hereby canceled)
- (p) DoD 6060.1-M-6, "Caring for School-Age Children," April 1982, (hereby canceled)
- (q) DoD 6060.1-M-7, "Creating Environments for Infants," April 1982, (hereby canceled)
- (r) DoD 6060.1-M-8, "Creating Environment's for Pretoddlers," April 1982, (hereby canceled)
- (5) DoD 6060.1-M-9, "Creating Environments for Toddlers," April 1982, (hereby canceled)
- (t) DoD 6060.1-M-10, "Creating Environments for Preschoolse," April 1982, (hereby canceled)
- (u) DoD 6060.1-M-11, "Creating Environments for School-Age Children," April 1982, (hereby canceled)
- (v) DoD 6060.1-M-12, "Director's Manual for the Child Guidance Series and Child Environment Series," April 1982, (hereby canceled)
- (w) DoD 6060.1MH-13, "Program Development in Military Child Care Settings," April 1982, (hereby canceled)
- (x) DoD 6060.1-M-14, "Managing Military Child Care Centers,". April 1982, (hereby canceled)
- (y) DoD 6060.1-M-15, "Financial Planning for Military Child- Care Centers," April 1982, (hereby canceled)

- (z) DoD 6060.1-M-16, "Involving Parents and Volunteers in Military Child Care Programs," April 1982, (hereby canceled)
- (aa) DoD 6060.1-M-17, "Installations Resources Available to Military Child Care Programs," April 1982, (hereby canceled)
- (bb) Section 231 of Public Law 1010-647, Crime Control Act of 1990," November 29, 1990 (42 U.S.C. 13041)
- (cc) DoD Directive 6400.1, "Family Advocacy Program," June 23, 1992
- (dd) DoD Directive 1020.1, "Nondiscrimination on the Basis of Handicap in Program and Activities Assisted or Conducted by the Department of Defense," March 31,1982
- (ee) Sections 2809 and 2812 of tide 10, Unites States Code
- (ff) DoD Instruction 5305.5, "Space Management Procedures, National Capital Region," May 23, 1966
- (gg) Section 490b of title 40 United States Code
- (hh) MIL-HNBK 1037/2, "Child Development Centers," November 1, 1988
- (ii) DoD Instruction 1342.19, Family Care Plans," July 13, 1992
- (jj) DOD Instruction 7750.7, "DoD Form Management Program," May 31, 1990
- (kk) DOD Federal Personnel Manual, chapter 731, September29, 1988
- (ll) Section 2102 of title 5, United States Code
- (mm) DoD Directive 1015.1, Establishment, Management, and Control of Nonappropriated Fund Instrumentalities," August 19, 1981
- (nn) Public Law 92-463, Federal Advisory Committee Act, "October 6,1972, as amended, (5 U.S.C. Appendix 2)
- (oo) Title VIII of Public Law 99-145, "Military Family Act of 1985," November 8, 1985, as amended (10 U.S.C. 805 113 note)
- (pp) National Fire Protection Association (NFPA) 101, Life Safety Code," 1991
- (qq) Title 7, Code of Federal Regulations, Part 226, "Child and Adult Care Food Program," current edition
- * (rr) DoD Instruction 1402.5, "Criminal History Background Checks on *
* Individuals in Child Care Services," January 19, 1993 *
- * (ss) DoD Training Modules for the Identification, Reporting and *
* Prevention of Child Abuse in the Family Child Care Setting, *
- * (tt) DoD Family Child Care Training Modules2 *

* 1Available from the Military Family Resource Center, 4040 N. Fairfax *
* Drive, Room 420, Arlington, VA 22203-1653 *

* 2Available from the Military Family Resource Center, 4040 N. Fairfax *
* Drive, Room 420, Arlington, VA 22203-1635 *

DEFINITIONS

1. Appropriated Fund (APF) Indirect Costs. Indirect costs are those mission costs that benefit two or more outputs but not all outputs. Costs that benefit all outputs are general and administrative expenses.

2. AFF Direct Costs. Direct costs are those costs clearly identified to a product or output and are totally related to the output, such as hands on labor or material used in a product. First-line supervision over a function in sole support of a specific output is considered a direct cost. Similarly, second-line supervision may also be considered a direct cost if solely in support of a specific output. Second-line supervision and activities above second line that do not provide direct benefits to a specific output are considered indirect costs. Costs related to Headquarters, regional offices, or support activities are not considered direct costs.

3. APF Employees. Civilian personnel hired by DoD Components with APFs as defined in Federal Pay Manual (FPM), Chapter 731 (reference (kk)). This includes temporary employees, 18 years or older.

4. Appropriated Fund (APF) General and Administrative (G&A) Expenses. G&A expenses are overhead costs that cannot be reasonably associated with any particular outputs and are located over all of the outputs. G&A costs generally include functions such as local comptroller, installation security, facilities engineering, legal services, fire protection, utilities, custodial services, refuse collection, snow removal, and similar types of base support functions.

5. Caregiving Personnel. Civilian employees of the DoD Child Development Program (CDP) who are directly involved with the care and supervision of children and are counted in the staff-child ratios.

6. CDP Employee. A civilian employed by the Department of Defense to work in a DoD CDP (regardless of whether the employee is paid from APFs or NAFs).

7. Child Care Fee Receipts. NAFs derived from fees paid by members of the Armed Forces and other authorized users for child care services provided at a military CDC or other DoD-sponsored facility-based CDP. Also referred to as user fees or parent fees.

8. Child Development Programs (CDP). Child care services for children, aged birth through 12 years, of DoD personnel provided in CD facilities, to include contract locations, family child care homes, and alternative locations. Care may be provided on a full-day, part-day, or hourly basis. Care is designed to protect the health and safety of children and to promote their physical, social, emotional, and cognitive development and to enhance children's readiness for later school experience.

a. Full-Day Care. This care meets the needs of parents working outside the home who require child care services 5 hours or more per day on a regular basis, usually at least 4 days per week.

b. Part-Day Care. This care meets the needs of parents working outside the home who require child care services on a seasonal or regularly scheduled part-day basis for fewer than 5 hours per day, usually fewer than 4 days per week.

c. Hourly Care. Care provided in a CDP that meets the needs of parents requiring short-term child care services on an intermittent basis. Hourly care includes short-term alternative child care.

d. Preschool Programs. A center-based enrichment program for children 3-5 years of age that lasts 4 hours or fewer per day on a regularly scheduled basis.

e. Supplemental Child Care (SCC) Programs. Child care programs and services that augment and support CDC and FCC programs to increase the availability of child care for military and DoD personnel. These may include, but are not limited to, resource and referral services, contract-provided services, short-term, hourly child care at alternative locations, and interagency initiatives.

f. Family Child Care. Home-based child care services that are provided for members of the Armed Forces and DoD civilian personnel by an individual who is certified by the Secretary of the Military Department concerned or Defense Agency Director and/or Commander concerned as qualified to provide those services, and provides those services for 10 hours or more per week per child on a regular basis for compensation. Also referred to as Family Home Day Care, Family Home Care, and Family Day Care.

g. School-Age Care (SAC). Either facility-based or FCC-based care for children ages 6-12, or attending kindergarten, who require supervision before and after school, during duty hours, school holidays, and during school closures.

h. Resource and Referral (R&R). A service that provides information about child care services on and off the installation to meet patrons' child care needs and to maximize use of available sources of child care.

i. Short-Term Child Care. A child care program that provides on-site hourly group child care when a parent or guardian of the children in care are attending the same function and are in the same facility.

9. Competitive Service Positions. As defined in 5 U.S.C., 2102 (reference (11)), these positions consist of:

a. All civil service positions in the executive branch, except:

(1) Positions that are specifically excepted from the competitive service by or under statute;

(2) Positions to which appointments are made by nomination for confirmation by the Senate, unless the Senate otherwise directs;

(3) Positions in the Senior Executive Service.

b. Civil service positions not in the Executive Branch that are specifically included in the competitive service by statute.

c. Positions in the government of the District of Columbia that are specifically included in the competitive service by statute.

10. Developmental Program. A planned program of developmentally appropriate activities that promotes the social, emotional, physical, and cognitive development of children and enhances school readiness. Activities include child-initiated as well as adult-directed activities.

11. DoD CDP Emoloyee Wage Plan. The NAF wage plan implemented in response to the Military Child Care Act (reference (h)), which uses a NAF pay banding system to provide direct service personnel with rates of pay substantially equivalent to other employees at the installation with similar training, seniority, and experience. Pay increases and promotions are tied to completion of training. Completion of training is a condition of employment. This wage plan does not apply to CDPs constructed and operated by contractors under 10 U.S.C. 2809 (reference (ee)).

12. DoD Certificate to Operate. A certificate issued every 15 months to each DoD CDP after the program has been inspected by a representative(s) of the higher headquarters or a major command Child Development Specialist, and found to be in compliance with DoD standards.

13. DoD Child Abuse and Safety Hotline. Continental United States and Outside Continental United States 1-800 numbers that reach the Office of the Assistant Secretary of Defense (Force Management and Personnel) to report suspected child abuse or safety violations in DoD child development and youth programs.

14. DoD Child Development (CD) Facility. All or any portion of a facility on a military installation, the primary purpose of which is to provide child care to children of members of the Armed Forces and DoD civilians.

15. DoD Installation. A base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility.

16. Facility. A building, structure, or other improvement to real property.

17. Facility-Based program. Refers to child care that is provided within centralized facilities. Does not include family child care homes.

18. Family Care Plan. A document that outlines, on Service-specific forms, the person(s) who shall provide care for the military member's children, disabled, elderly and/or other family member(s) dependent upon the member for financial, medical, or logistical support in the absence of the member due to military duty. The plan outlines the legal, medical, logistical, educational, monetary, and religious arrangements for the care of the member's family, in accordance with DoD Instruction 1342.19 (reference (ii)).

19. FCC Management Personnel. DoD employees or contract personnel, either APF or NAF, who are responsible for FCC program management, training, inspections and other services to assist FCC providers. Includes program directors, monitors, outreach workers, United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) monitors, and administrative personnel.

20. FCC Provider. An individual 18 years of age or older who provides child care for 10 hours or more per week per child on a regular basis in his or her Government quarters with the approval and certification of the commanding officer, and has responsibility for planning and carrying out a program that meets the children's needs at their various stages of development and growth.

21. Infant. A child 6 weeks through 12 months of age.

22. Military Child Development Center (CDC). A facility on a military installation at which child care services are provided for members of the Armed Forces or DoD civilians or any other facility at which such child care services are provided that is operated by the Secretary of a Military Department.

23. Mixed Age Group. A group of children in a CDP drawn from more than one child age group category.

24. National Academy of Early Childhood Programs. A division of the National Association for the Education of Young Children (NAEYC) that administers an early childhood program accreditation process designed to set the standards of excellence in early childhood education.

25. National Capitol Region (NCR). The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in the State of Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in the Commonwealth of Virginia; and all cities and other units of government within the geographic area bounded by the outer boundaries of the combined area of such District, Counties, and City.

26. Newborn. A child birth through~5 weeks of age.

27. Nonappropriated Funds Instrumentalities (NAFI) Employees. Civilian personnel hired by DoD Components and compensated from NAFI funds as defined in DoD Directive 1015.1 (reference (mm)). This includes temporary employees, 18 years or older.

28. Parent. The biological father or mother of a child; a person who, by order of a court of competent jurisdiction, has been declared the father or mother of a child by adoption; the legal guardian of a child; or a person in whose household a child resides, provided that such person stands in loco parentis to that child and contributes at least one-half of the child's support.

29. Parent Advisory Board. A group composed of parents of children attending DoD CDPS. This board shall act in an advisory capacity, providing recommendations for improving services. The board shall meet periodically with staff of the CDP. The board, with the advice of the program staff, shall be responsible for developing and overseeing the implementation of the parent participation program in accordance with Section 1506 (a) of the Military Child Care Act of 1989 (reference (h)). Parent Advisory Boards are not advisory committees and need not comply with the Federal Advisory Committee Act (reference (nn)) under Section 805 of the Military Family Act of 1985 (reference (oo)).

30. Parent Participation Program. A planned group of activities and projects established by the Parent Advisory Board to encourage parents to volunteer in CDPs, including special events and activities (such as field trips, holiday events, and special curriculum programs), small group activities, special projects (such as playground improvement, procurement of equipment, and administrative aid), and parent education programs and training workshops to include child abuse prevention education for parents.

31. Person with p Disability. Any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. A person who meets the definition of a handicapped person in DoD Directive 1020.1 (reference (dd)).

32. Preschool-Age. Children 37 months through 5 years of age.

33. Pre-Toddler. A child 13 through 24 months of age.

34. School-Age Children. Children aged 6 years through 12, or attending kindergarten through sixth grade, enrolled in a school-age care program.

35. Staff:Child Ratio. The number of children for whom individual caregiving personnel or FCC providers will be responsible. Staff:child ratio varies according to different age groups (enclosures 4 and 5).

36. Support Staff. Person(s) responsible for providing services not directly related to direct child care services, such as, but not limited to, janitorial, food service, clerical, and administrative duties.

37. Toddler. Children 25 through 36 months of age.

38. Total Family Income. Includes all earned income including wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, quarters allowances and subsistence allowances and in-kind quarters and subsistence received by military member, pay for service in a combat zone and anything else of value, even if not taxable, that was received for providing services. Quarters allowances and subsistence allowances mean the Basic Allowance for Quarters and the Basic Allowance for Subsistence received by military personnel (with respect to grade and status) and the value of meals and lodging furnished in-kind to military personnel residing on military bases.

39. Training and Curriculum Specialist. An APF employee who is a professionally qualified early childhood educator who meets the professional qualifications of the National Academy of Early Childhood Programs' Early Childhood Specialist, who provides training for employees, and FCC providers, and ensures curriculum development and implementation.

40. Unmet Need. The number of children whose parents cannot work outside the home because child care is not available.

41. Waiting List. List of children waiting for a CDP space and whose parents have requested space in a CDP and none is available.

DoD REQUIREMENTS FOR THE ESTABLISHMENT AND
OPERATION OF CDPS

A. General Policy

1. The DoD Components may establish CDPS for children, birth through 12 years of age, for full-day, part-day, and hourly care. Services may consist of CDCs, FCC Homes, SAC Programs, R&R, preschool, and SCC, such as short-term child care in alternative locations. The requirements in this attachment apply to all DoD CDPS.

2. Each DoD CDP shall have standard operating procedures for reporting cases of suspected child abuse and neglect and shall train all CD employees, FCC providers, and volunteers on how to report allegations of child abuse.

3. All DoD Components that establish and administer CDPS shall ensure that criminal history background checks are performed in accordance with the Crime Control Act of 1990 (reference (bb)) and implementing guidance issued for the Department of Defense and the DoD Components concerned.

4. All CDPS shall ensure that parents are informed of child abuse prevention, identification, and reporting requirements. Each CDP shall ensure the DoD Child Abuse and Safety Hotline telephone number is posted in all facility lobbies, CDP offices, and FCC homes.

5. Each CDP administered by a DoD Component shall establish a parent advisory board in accordance with Section 1506(a), Military Child Care Act of 1989 (reference (h)), composed of parents of children enrolled in all installation programs and ensure a parent chairs this board. This board shall act in an advisory capacity, providing recommendations for improving services. The Board Chair shall forward recommendations through the program director to the installation commander Defense Agency Director and/or Commander for review and disposition. The board, with the advice of the program staff, is responsible for coordination of the parent participation program described in paragraph B.1.a., - below. Each board shall be formally established and chartered in accordance with Service regulations or Defense Agency requirements. The boards are not advisory committees and need not comply with 5 U.S.C., App. 2 (reference (nn)), under 10 U.S.C. 805 (reference (oo)).

6. Each CDP administered by a DoD Component shall establish a parent participation program in accordance with Section 1506(b) of reference (h). The parent advisory board and assigned CDP employees shall coordinate the development of this program and shall oversee its implementation.

7. Each CDP administered by a DoD Component shall involve parents in program planning and evaluation, and ensure parents have unlimited access to their children at all times.

B. Preschool Programs

The DoD Component may establish preschool programs as a subactivity of the CDP. The purpose of these programs is to enhance school readiness by providing enrichment activities for children that helps them develop the knowledge, skills, abilities, and attitudes necessary for entry into school.

1. Preschools shall follow the educational occupancy standards for existing facilities as outlined by the National Fire Protection Association (NFPA) Life Safety Code 101 (reference (pp)).

2. An installation may use CDC space for a preschool program only when the waiting list for child care for active duty military and DoD civilian personnel does not exceed 20 percent of the facility capacity. The installation may use no more than 20 percent of any space that meets the NFPA (reference (pp)) standards for existing day care facilities for preschool programs, SAC, or hourly care, if there is a waiting list for full-day and part-day child care for parents employed outside the home.

C. Developmental Program

1. Each DoD CDP shall establish a planned program of developmentally appropriate activities.

2. Each CDP shall provide adequate and nutritious meals and snacks that follow USDA CACFP guidelines (reference (qq)), and are prepared in a safe and sanitary manner.

3. Each DoD Component shall issue guidelines for the training, screening, and supervision of volunteers in any CDP.

4. Training and Curriculum (T&C) Specialist. The T&C Specialist shall ensure that all CD employees and FCC providers receive the training required in this Instruction. At least one employee at each DoD CDC or CDP shall be a T&C Specialist. In military CDCs, this person shall be an employee in a competitive service position as defined in item 9. of enclosure 2. The duties of the T&C Specialist include the following:

a. Special teaching, role modeling, and demonstration of activities in facilities and FCC programs.

b. Daily oversight and instruction of other child care employees.

c. Daily assistance in preparation of lesson plans.

d. Assistance in the child abuse prevention and detection training program.

Jan 19, 93
6060.2 (Encl 3)

e. Advice to the CDP director on the performance of other child care employees and FCC providers.

f. Assistance to management staff in the development and implementation of parent education programs.

D. Operational Oversight

1. The DoD Components shall establish procedures for inspection of CDPs and certify compliance with the requirements established in this Instruction. It is DoD policy that all CDPs operated by or for DoD Components are included in these inspections.

2. Installation and/or Local Inspections. Qualified local personnel will inspect each program. Each DoD Component shall establish criteria that determines the qualifications for local inspectors. Each inspection shall be unannounced and conducted at intervals to ensure that each CDP has continuous oversight. These inspections shall consist of the following:

a. At least one comprehensive health and sanitation inspection per year by representatives of the installation commander or Defense Agency Director and/or Commander having proponency for the program.

b. At least one comprehensive fire and safety inspection per year by representatives of the installation commander or Defense Agency Director and/or Commander having proponency for the program, which includes a review of facility and maintenance.

c. One inspection led by a representative of the installation commander or Defense Agency Director and/or Commander with authority to verify compliance with DoD standards. This inspection shall employ a multidisciplinary team with expertise in the various standards prescribed. The team will include parent representation and solicit the views of parents.

3. A Major Command or Higher Headquarters (DoD Component) Inspection. A CD representative, who meets the qualifications listed in paragraph D.3.a., below, will conduct at least one inspection annually. Parents shall be interviewed as part of this inspection.

a. The higher headquarters representative designated to perform program inspections shall possess qualifications in early childhood development and shall, at a minimum, meet the validator qualifications required by the NAEYC and the National Academy of Early Childhood Programs. This includes a minimum of a baccalaureate degree in Early Childhood Education, Child Development, or related field and at least 3 years of full-time teaching or management experience with young children.

b. In response to each inspection, the installation shall develop a corrective action plan that addresses any deficiencies found during the inspection.

4. Certification of Program. Each DoD Component shall forward the results of the higher headquarters inspections required by this Instruction to the ASD (FM&P) quarterly. The DoD Component is authorized to issue a DD Form 2636, Certificate to Operate, to those CDP programs that are in compliance with this Instruction. Each CDP will display this certificate in a prominent location. If at any time it is determined by the DoD Component that a program is not in compliance with this Instruction, the DoD Component shall notify the ASD(FM&P) and advise the responsible DoD Component that it must meet the standards in the time specified in paragraph D.6.a., below.

5. The ASD(FM&P) may periodically, but at least twice annually, make unannounced visits to selected programs to review compliance with this Instruction. The ASD(FM&P) may use other means in addition to the procedures in this section to monitor CDPs and ensure compliance with standards.

6. Remedies for Violations

a. The installation commander or Defense Agency Director and/or Commander shall ensure remedy of any life-threatening violation of this Instruction or other safety, health, and child welfare laws or regulations (discovered at an inspection or otherwise) at a DoD CDP immediately or he or she will close the facility (or affected parts of the facility). In the case of a violation that is not life-threatening, the commander of the major command under which the installation concerned operates, or the Defense Agency Director and/or Commander concerned, may waive the requirement that the violation be remedied immediately for up to 90 days beginning on the date of discovery of the violation. If the violation is not remedied by the end of that 90-day period, the DoD program or parts involved will be closed until the violation is remedied. The Secretary of the Military Department, or Defense Agency Director and/or Commander concerned, may waive the preceding sentence and authorize the program to remain open in a case in which the violation cannot reasonably be remedied within the 90-day period or in which major facility reconstruction is required.

b. If a military CDC is closed under paragraph D.6.a., above, the Secretary of the Military Department concerned shall promptly submit to the Committees on Armed Services of the Senate and the House of Representatives a report notifying those committees on the closing. The report shall include a notice of the violation that resulted in the closing, the cost of remedying the violation, and a statement of the reasons why the violation has not been remedied as of the time of the report. A copy of this report shall be provided to the ASD(FM&P).

7. Each DoD Component that provides Government housing to active duty military or other DoD personnel shall prescribe regulations that ensure operational oversight of FCC homes including conducting unannounced inspections and annual review for installation certification. To ensure adequate supervision, the number of homes assigned per full-time FCC staff member may

not exceed 40. FCC homes shall not be certified unless adequate supervision is provided to ensure children's safety and well-being. Each DoD Component shall ensure that unauthorized child care in Government quarters is terminated and that all persons residing in Government quarters are informed that the provision of child care in Government quarters is a privilege, not a right.

E. Staff and Supervision

Each DoD Component shall ensure that all CDC directors hired after March 23, 1991, and all other CDP directors (e.g., those for FCC) hired after October 1, 1993, shall have at a minimum a baccalaureate degree in child development, early childhood education, home economics (early childhood emphasis), elementary education, special education, or other degree appropriate to the position to be filled from an accredited college or a combination of education and experiences (e.g., courses equivalent to a major in education, or in one of the subject fields appropriate to the position, plus appropriate experience or additional course work, which provide knowledge comparable to that normally acquired through the successful completion of the 4-year course of study, or a related field, including, but not limited to, education, social work, home economics, or psychology or child-related field, or 3 years equivalent experience).

F. Funding of CDPS

1. The DoD Component shall ensure the amount of direct APF support used for operation of DoD facility-based child care programs is not less than the amount of child care fee receipts.

2. The installation commander or Defense Agency Director and/or Commander concerned shall ensure that child care fee receipts are used only for compensation of child care employees who are directly involved in providing child care, for food-related expenses not paid by USDA or DoD APFs, and for consumable supplies. The installation commander or Defense Agency Director and/or Commander shall ensure that, to the maximum extent possible, child care fee receipts cover the NAF cost of care provided at DoD facility based child care programs. NAF costs not covered by child care fee receipts are to be minimized.

3. The ASD(FM&P) shall establish annual sliding fee ranges based upon total family income for use at all CD facility-based programs. These sliding fee ranges will be uniform throughout the Department of Defense for all children who attend the facility-based programs on a regular basis. Each DoD Component shall issue guidance on sliding fee ranges for preschool and SAC programs that is based on the DoD sliding fee ranges. These fees will include meals and snacks.

a. The ASD(FM&P) will review the DoD sliding fee ranges annually and publish new fee ranges based on this review. Installations will establish local fees on an annual basis, using the sliding fee ranges published by the ASD(FM&P).

b. Each CDP will verify total family income annually and adjust individual fees accordingly. Parents will pay the highest fees set by the installation and/or agency unless they have provided proof of total family income that falls into a lower income category. The DoD Components shall require each sponsor to verify that the income stated includes total family income as defined in enclosure 2.

c. The installation commander or Defense Agency Director and/or Commander may establish lower child care fees for parents participating in an approved parent participation program.

d. Installation commanders or Defense Agency Directors and/or Commanders may adjust individual family fees based on hardship or other special circumstances on a case-by-case basis.

e. The DoD Components may increase child care user fees at those installations where child caregiver wages are affected by nonforeign area cost of living allowance (COLA), post differential, or locality pay. The increase in child care user fee ranges may not exceed the percentage amount of the COLA, post differential, or locality pay rate, whichever applies. The DoD Component will submit any requests for waivers to the DoD child care fee ranges to the ASD(FM&P) for decision and include documentation that the levels of direct APF support are at least equal to the amount of child care user fee receipts collected.

4. The installation commander or Defense Agency Director and/or Commander concerned may authorize the CDP to use APFs to provide direct cash assistance to FCC providers, so that FCC services can be provided to members of the Armed Forces at a cost comparable to the average cost of services provided by DoD facility-based programs.

5. The FCC program is a service provided to DoD military and civilian personnel and will not generate NAF income. The CDP may use APF for the FCC program, including salaries of program directors, program monitors, administrative personnel, training and curriculum specialists, marketing, and supplies and equipment. The CDP may use APFs to establish and maintain lending libraries and training materials for use by providers, as well as for travel expenses of program monitors using their private vehicles to perform Government functions.

6. FCC providers are private contractors certified and monitored by the DoD Component. Matters regarding the establishment of fees, fee policies, and collection of fees are between the provider and the parent unless the installation or Defense agency is providing a direct monetary subsidy to the provider as authorized in subsection F.4., above. When the installation or Defense agency provides direct monetary subsidies, the installation commander or Defense Agency Director and/or Commander concerned may regulate fees charged by the FCC providers.

DoD REQUIREMENTS FOR THE ESTABLISHMENT AND
OPERATION OF CHILD DEVELOPMENT FACILITY-BASED PROGRAMS

In addition to the requirements of enclosure 3 of this Instruction, the following apply to all facility-based programs: (This does not apply to short-term child care in alternative locations when parents remain in the facility and retain responsibility for their children.)

A. Facility Requirements

1. The CDP shall ensure each activity room used for care has 35 square feet of usable space per child. A minimum of 75 square feet per child for each child using the playground at any one time shall be provided for playground spaces. Outdoor play areas will directly adjoin CDCs. Playgrounds for alternative program options do not have to adjoin the facility but must be accessible via a route free from hazards and be within 1/8 mile from the facility.

2. The installation may add additional square footage to accommodate administrative requirements for CDPs, including FCC.

3. The facility design will help minimize the risk of child abuse in CDCs by decreasing the opportunities for abuse. See subsection E.2. of this enclosure, below.

B. Child Supervision

1. In facility-based programs, the following staffing requirements apply:

| AGE OF CHILD | MAXIMUM NUMBER OF CHILDREN PER ONE CAREGIVING PERSONNEL PER GROUP | |
|-----------------------------|--|----|
| 6 weeks through 12 months | 4 | 8 |
| 13 months through 24 months | 5 | 10 |
| 25 months through 36 months | 7 | 14 |
| 37 months through 5 years | 12 | 24 |
| 6 years through 8 years | 15 | 30 |
| 9 years through 12 years | 15 | 30 |

2. CD facility-based programs shall meet the staffing requirements for each age group of children, except during rest time. During rest time, the CDC director may double the staff:child ratio, except for infants aged 6 weeks to 24 months, to allow staff to attend training. These staff must remain in the building where the children are sleeping or resting. Volunteers or persons under 18 years of age may not be counted in determining compliance with staff: child ratios.

3. CD facility-based programs shall meet the staffing requirements for the age of the youngest child in the group if children in the youngest age

category make up 20 percent or more of the group. If children in the youngest age category make up less than 20 percent of the group, the installation shall use the staff:child ratio requirement for the next higher category. At least two caregivers must be present with each group of children at all times. When this is not possible, due to limited room capacity or usage, the CD director or designee shall supervise rooms through closed circuit television or visual access panels to ensure oversight by more than one adult. This does not alter the required staff:child ratio.

4. If more than one group (two ratios) occupies a single room, each group must have its own clearly defined physical space and primary interest centers.

C. Staff Requirements

1. The CD director shall ensure that all newly hired caregiving personnel are at least 18 years of age; hold a high school diploma or equivalent; and have the ability to speak, read, and write English. Caregiving personnel shall be able and willing to undergo prescribed training. It is DoD policy that training, education, and experience shall influence progression from entry level to positions of greater responsibilities.

2. The CD director shall select staff based on their qualifications and demonstrated ability to work with children in a group and their understanding of children's needs. The CD director shall ensure that prior employment references for all staff members are checked before employment.

D. Training

1. Each CDC shall implement a training program for all CD caregiving personnel. At a minimum, this program shall include training requirements that are linked to the DoD CD Employee Wage Plan and shall include an annual review of the requirements listed in subsections D.2., 3., and 4., below, except Cardiopulmonary Resuscitation (CPR), rescue breathing, and first aid, which are updated as required to keep certification current.

2. All newly hired caregiving personnel shall complete orientation training before they are allowed to work directly with children. This orientation must include the following subjects:

- a. Position orientation.
- b. Applicable regulations and installation policy.
- c. Child health and safety.
- d. Child abuse identification, reporting, and prevention.
- e. Age-appropriate guidance and discipline.

- f. Parent and family relations.
- g. Health and sanitation procedures.

3. Initial Caregiver Training. All newly hired caregiving personnel shall complete 36 hours of training within 6 months of beginning work. This training shall include, at a minimum, in-depth training on the subjects listed in subsection D.2., above, as well as the following:

- a. CD.
- b. Age-appropriate activities and disciplining techniques for children.
- c. CPR and other emergency medical procedures.
- d. Applicable regulations.
- e. Nutrition and meal service.
- f. Child abuse and neglect prevention and reporting.

4. Ongoing Caregiving Personnel Training. All caregiving personnel shall complete ongoing training that includes the DoD CD Employee Training Modules, authorized in subsection A.3. of the main body of this Instruction, or an equivalent DoD-approved training program. Satisfactory completion of the training program is a condition of employment for all caregiving personnel.

5. Support Staff. The CDP director shall ensure that all CDP support staff participate in annual training related to latest techniques and procedures in child care, to include family advocacy programs, child abuse identification, prevention and reporting procedures, center administration and/or management, parent involvement, and curriculum development.

E. Child Abuse Prevention

1. The CDP Director shall ensure that children can be observed at all times by parents and supervisors, that access to children by those not employed by the program is restricted, and the areas to which a child or children can be taken out of view of others are limited.

2. Each DoD Component shall ensure the following structural requirements are met in existing facilities as well as new construction:

- a. There is visual access into rooms used for care.
- b. Doors on toilet stalls are removed except for those used by children 5 years of age and older and adults.

c. Vision panels are installed in doors of rooms or other closed areas to which children might be taken, and access is controlled, unless they are kept locked during the day.

d. Walls between diapering areas and the activity rooms they serve are removed, or there are vision panels to increase visibility of the caregiving personnel by other adults during diapering. Half walls or walls with vision panels in top half are permissible.

e. Convex mirrors are installed to improve supervision of low visibility areas.

f. All exit doors that do not open onto a playground or fenced area have operating alarms, except the main entrance to the facility and the kitchen entrance.

g. Evening or weekend care is provided in rooms located near the front entry way to facilitate additional supervision of the rooms by the front desk staff and to allow visual access by parents entering and leaving the facility.

3. In addition to the requirements in subsections E.1. and E.2. of this enclosure, each DoD Component shall ensure the following in renovated or newly constructed facilities after October 1, 1993:

a. When walls are constructed or replaced, large vision panels shall be included to increase visibility into areas in which children are receiving care. Vision panels in fire-rated walls or corridors must conform to the fire protection requirements as outlined in NFPA 101 (reference (pp)).

b. Walls around toilet stalls for children under 5 years of age are half-walls to permit better viewing of toilet areas.

c. All outdoor play areas should be viewed from the activity rooms that they serve.

Jan 19, 93
6060.2 (Encl 5)

DOD REOUIREMENTS FOR THE ESTABLISHMENT AND
OPERATION OF FCC HOMES

In addition to the requirements of enclosure 3 that address FCC homes, the following apply:

A. Qualifications of Providers

1. It is DoD policy that the provision of child care in Government-owned or -controlled housing is a privilege, not a right, which is extended to family members of military members or DoD civilian personnel at the discretion of the installation commander or Defense Agency Director and/or Commander concerned. The installation commander or Defense Agency Director and/or Commander concerned must ensure that only the most qualified among those who meet the minimum qualifications are certified as providers. The CDP director shall select providers based on demonstrated ability to work with children, understanding of children's needs, and ability to provide care in the home environment. The installation commander or Defense Agency Director and/or Commander concerned shall take steps necessary to ensure that all FCC providers in quarters under his or her jurisdiction are in compliance with this Instruction.

2. The CDP director shall ensure all providers are at least 18 years of age; have the ability to speak, read, and write English; are physically and mentally capable of providing care for children; are free of communicable diseases; and are able and willing to undergo prescribed training. The CDP director shall ensure that training, experience, and ability to work with children determine the continued certification of all FCC providers.

3. The installation shall screen all FCC provider applicants, family members over the age of 12, and other persons living in the potential FCC home.

4. The CDP director shall ensure substitute providers or persons who serve as backup providers meet the criteria outlined in subsection A.3., above, and complete a basic orientation that includes child abuse identification, reporting and prevention, safety and health procedures, and CPR training.

5. Each FCC program shall ensure substitute providers or child care services are available so that parents are not left without adequate care when FCC providers become ill or have other emergencies.

B. Provider:Child Ratio and Group Composition

1. The DoD Components will limit the number of children authorized in an FCC home according to the age of the children enrolled. When all children are under the age of 2, the maximum group size at any one time is 3. When there is a mixed age group, the maximum group size is six children including the provider's own children under 8 years of age. In addition, in mixed age groups, the number of children under 2 years of age is limited to two children.

In homes where all of the children are over age 5 including the providers own, the maximum group size at one time is eight providing that installation fire, health, and safety personnel determine that the indoor and outdoor space is adequate for the number of children receiving care.

2. If, in consultation with the cognizant safety, fire, and health personnel, the CDP director determines that the housing unit is too small, the CDP director shall reduce the maximum number of children authorized in subsection B.1., above, of this enclosure.

3. The DoD Components shall encourage FCC homes for special purposes that directly support military or agency requirements. This includes certification of homes to provide overnight care, extended hours care, sick child care, infant and newborn care, and care for children with disabilities. Each installation shall determine the number of children authorized in these homes, based on the individual needs of the children and the provider. The number may not exceed the ratios established in subsection B.1., above, of this enclosure.

C. Enrollment of Children

Each DoD Component with jurisdiction over FCC homes shall issue regulations that describe enrollment and attendance procedures for children in all FCC homes. At a minimum, parents will complete health and emergency information before enrollment and will sign their children in and out of the FCC home on a daily basis. Each provider shall maintain enrollment and attendance records of individual children in their care.

D. Provider Training

1. Each FCC program shall provide training on the latest child care techniques and procedures for providing safe developmental child care in the home environment to all FCC providers. The CDP director shall ensure training programs are readily accessible to providers.

2. Provider Orientation Training. The CDP director shall ensure all new providers complete an orientation training program before they care for children. This orientation must address, at a minimum, the following subjects:

- a. Position orientation.
- b.. Applicable regulations and installation policy.
- c. Child health, nutrition, and safety.
- d. Child abuse identification, reporting, and prevention.
- e. Age-appropriate guidance and discipline.
- f. Parent and family relations.

- g. Health and sanitation procedures.
- h. Business operations.
- 1. Child development and environments.

3. The CDP director shall ensure that the provisions of subsection D.2., above, this enclosure, apply to all newly certified providers, as well as those currently certified. Providers certified as of the date of this Instruction who do not meet these requirements shall have 12 months from such date to complete these requirements.

4. Annual Provider Training. The CDP director shall ensure each provider completes 24 hours annually of training using the "DoD Family Child Care Training Modules" and "DoD Child Abuse Training Modules for Family Child Care Providers," as authorized in subsection A.3. of the main body of this Instruction, or equivalent, including training on:

- a. Early child development.
- b. Age-appropriate activities for children.
- c. Food handling, nutrition, and meal service.

5. The CDP director shall ensure all providers maintain current CPR and first-aid certification and complete an annual update of child abuse prevention, identification, and reporting procedures.

6. The installation shall ensure FCC management personnel receive annual training related to the latest techniques and procedures in child care, to include family advocacy programs, child abuse reporting procedures, program administration, conducting home visits, observation, and interviewing of potential providers.

{li 17100036.gif:DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM}
ANNUAL SUMMARY OF OPERATIONS

| DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM ANNUAL SUMMARY OF OPERATIONS | | | | | | REPORT CONTROL SYMBOL |
|---|-----------------|--|---|--|---------------------------|-----------------------|
| INSTRUCTIONS | | | | | | |
| Complete the following information for your Service. If information is available for Reserve and other child development programs under your Service's jurisdiction, complete a separate form. Date of record for specific entries noted by an asterisk (*) is the last Wednesday in September of each fiscal year. Reporting period is Fiscal Year (last October 1 to current September 30). Items 17 through 22 are to be completed by the Civilian Personnel Office. | | | | | | |
| Read Specific Instructions in Attachment I of DODI 6060.2, "Child Development Programs," before completing this form. | | | | | | |
| 1. BRANCH OF SERVICE SAMPLE FORM | | | | 2. DATE OF REPORT (YYMMDD) 92/09/30 | | |
| 3. TOTAL INSTALLATIONS PROVIDING CARE* | | 4. TOTAL FACILITIES* | | 5. TOTAL CAPACITY* | | |
| a. CENTER BASED CARE ONLY | 15 | a. TOTAL NUMBER OF SEPARATE BUILDINGS | 166 | a. TOTAL CAPACITY ALL CENTER BASED PROGRAM FACILITIES | 2,268 | |
| b. FAMILY DAY CARE ONLY | 12 | b. TOTAL NUMBER OF LICENSED FAMILY DAY CARE HOMES | 1,827 | b. TOTAL FAMILY DAY CARE ENROLLMENT | 9,135 | |
| c. CENTER BASED AND FAMILY DAY CARE | 90 | | | | | |
| 6. NUMBER OF CHILDREN REGISTERED* | | (1) Military (2) Civilian | 7. ATTENDANCE ON DATE OF RECORD* | | (1) Military (2) Civilian | |
| a. CENTER BASED CARE | 2,800 | 200 | a. CENTER BASED CARE | 12,000 | 140 | |
| b. FAMILY DAY CARE (FDC) | 9,035 | 100 | b. FDC (including providers' own children, age 0-8 years) | 9,000 | 100 | |
| c. ALTERNATE/OTHER CARE | 100 | 12 | c. ALTERNATE/OTHER CARE | 40 | 10 | |
| d. SCHOOL-AGED CARE | 1,220 | 120 | d. SCHOOL-AGED CARE | 400 | 90 | |
| e. TOTAL | 23,155 | 432 | e. TOTAL | 21,440 | 340 | |
| 8. NUMBER OF CHILDREN REGISTERED WITH SPECIAL NEEDS 120 | | | 9. NUMBER OF INSTALLATIONS WITH RESOURCE AND REFERRAL SERVICE PROGRAMS 45 | | | |
| 10. WAITING LIST BY SPONSOR* | | 11. WAITING LIST BY AGE GROUP* | | 12. PRESENT CHILD CARE ARRANGEMENTS* | | |
| a. SINGLE MILITARY | 50 | a. INFANTS (0-12 months) | 102 | a. FDC ON-INSTALLATION | 20 | |
| b. DUAL MILITARY | 30 | b. TODDLERS (13-35 months) | 186 | b. FDC OFF-INSTALLATION | 10 | |
| c. MILITARY/DOD SPOUSE | 80 | c. PRESCHOOL (3-5 years) | 520 | c. OTHER MILITARY CHILD DEVELOPMENT CENTER (CDC) | 15 | |
| d. DUAL DOD CIVILIANS | 20 | d. SCHOOL AGE (6+ years) | 159 | d. CIVILIAN CDC | 42 | |
| e. SINGLE DOD CIVILIAN | 10 | f. TOTAL | 967 | e. MILITARY ALTERNATE CARE | 24 | |
| f. RETIRED MILITARY | 22 | g. WITH SPECIAL NEEDS | 36 | f. NON-MILITARY ALTERNATE CARE | 18 | |
| g. MILITARY RESERVE | 13 | h. ON OTHER MILITARY WAITING LIST | 60 | g. IN-HOME CARE | 20 | |
| h. NATIONAL GUARD | 17 | i. IN SELF-CARE | 55 | h. NO PRESENT CARE | 45 | |
| i. MILITARY/UNEMPLOYED SPOUSE | 26 | j. NO PRESENT CARE | 45 | i. OTHER (Specify) | | |
| j. MILITARY/OTHER THAN DOD SPOUSE | 180 | 13. UNMET DEMAND (11.f. - 11.i. + 11.j) | 867 | Parental Care - Shiftworker | 8 | |
| k. TOTAL | 508 | | | l. TOTAL | 202 | |
| 14. UNMET DEMAND FINANCIAL IMPACT LAST FISCAL YEAR | | | 15. PLACEMENT INFORMATION FOR FISCAL YEAR (Average placement time in months (from DD Form 2606, "Request for Care Record")) | | | |
| a. NO. OF SPOUSES' EMPLOYMENT PREVENTED | 45 | | 14.3mos | | | |
| b. AVERAGE INCOME LOST (Per family per year) | \$12,600 | | | | | |
| 16. FISCAL YEAR FINANCIAL DATA (\$ in Millions) | | | b. TOTAL INCOME FROM PARENT FEES | | | |
| a. TOTAL APPROPRIATED FUND (APF) SUPPORT EXCLUDING COMMON SUPPORT AND UTILITIES | \$40.5M | | c. TOTAL NON-APPROPRIATED FUND (NAF) EXPENDITURES | | | |
| | | | \$23.5M | | | |
| 17. STAFFING DATA* | | 18. ADMINISTRATIVE/SUPERVISORY POSITIONS FILLED* | | | (1) APF (2) NAF | |
| TOTAL POSITIONS: | (1) APF (2) NAF | a. CHILD DEVELOPMENT PROGRAM | | | (1) APF (2) NAF | |
| a. AUTHORIZED | 810 3,500 | b. FAMILY DAY CARE PROGRAM | | | 600 400 | |
| b. FILLED | 909 3,100 | c. TOTAL | | | 309 50 | |
| 19. NON-SUPERVISORY CAREGIVER POSITIONS FILLED* | | 20. TURNOVER* (No. of caregivers employed): | | | | |
| a. CC/CD-01 | 350 | c. CC/CD-03 | 1,200 | e. CC/CD-05 | 250 | |
| b. CC/CD-02 | 450 | d. CC/CD-04 | 300 | f. TOTAL | 2,550 | |
| 21. SPOUSES EMPLOYED* (No. of spouses hired under Spouse Employment Program) | | 22. BENEFITS* (Percent of caregivers receiving benefits) | | 23. ACCREDITATION (No. of centers accredited by national accrediting body) | | |
| 30 | | 86.3% | | 11 | | |
| 24. CERTIFICATION* | | 25. USER DATA (Average full-day users, by income category) | | | | |
| a. NO. OF CENTERS DOD CERTIFIED | 75 | | a. CATEGORY I | \$38/8% | c. CATEGORY III | \$57/23% |
| b. NO. OF WAIVERS | 30 | | b. CATEGORY II | \$46/60% | d. CATEGORY IV | \$68/7% |
| 26. USDA FOOD PROGRAM ENROLLMENT DATA | | | | | | |
| a. NO. OF CENTERS ENROLLED* | 75 | | c. NO. OF FAMILY DAY CARE PROVIDERS ENROLLED* | 800 | | |
| b. TOTAL ANNUAL CENTER REIMBURSEMENT | \$996,000 | | d. TOTAL ANNUAL FDC REIMBURSEMENT TO MILITARY SPONSOR | \$92,000 | | |
| | | | e. TOTAL ANNUAL FDC REIMBURSEMENT TO PROVIDER | \$480,000 | | |
| 27. REMARKS (Use reverse side if necessary) | | | | | | |
| Clarify answers if necessary in this space and on back of form. | | | | | | |

| DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM REQUEST FOR CARE RECORD | | REPORT CONTROL SYMBOL | |
|---|---|---|---|
| PRIVACY ACT STATEMENT | | | |
| AUTHORITY: | PL 101-89 Sec. 1507; EO 9397. | | |
| PRINCIPAL PURPOSE(S): | To collect applicant information for Child Development Programs and place applicants on waiting lists for program services. Information compiled from applications is also used to assist management determination of effectiveness of present and projection of future program requirements. | | |
| ROUTINE USE(S): | None. | | |
| DISCLOSURE: | Voluntary; however, failure to furnish requested information will result in an incomplete request for care record and possible loss of placement on Child Development Program waiting lists. | | |
| 1. DATE OF REQUEST (YYMMDD) 92/03/30 | | 2. EXPIRATION DATE (YYMMDD) 93/03/30 | |
| 3. FAMILY INFORMATION | | | |
| a. SPONSOR'S NAME (Last, First, Middle Initial) ANDREWS, WILLIAM C. | | b. SPOUSE'S NAME (Last, First, Middle Initial) ANDREWS, MARY R. | |
| c. CHILD'S NAME (Last, First, Middle Initial) ANDREWS, MICHAEL E. | | d. CHILD'S DATE OF BIRTH (YYMMDD) 87/11/13 | e. CHILD'S AGE 4 yrs 4 mos |
| f. HOME ADDRESS (Street, City, State, Zip Code) 1917 Sunset Drive Arlington, VA 22203 | | g. SPONSOR'S BRANCH OF SERVICE Air Force | |
| | | h. DUTY ORGANIZATION 67 CSG/IM | |
| i. HOME TELEPHONE NUMBER (Include Area Code) (703) 337-2298 | | j. DUTY TELEPHONE NUMBER (Include Area Code) (703) 227-3222 | |
| k. SIBLING CARE (Complete a separate form and list name and date of birth for each child requiring care) | | | |
| (1) Name (Last, First, Middle Initial) | | (2) Date of Birth (YYMMDD) | |
| Andrews, Lindsey L. Andrews, John D. | | 89/10/24 91/06/10 | |
| (1) Name (Last, First, Middle Initial) | | (2) Date of Birth (YYMMDD) | |
| | | | |
| 4. PROGRAM(S) DESIRED (X as applicable) | | 5. AGE GROUP (X one) | |
| <input type="checkbox"/> | a. FULL-DAY CARE | <input type="checkbox"/> | e. FAMILY DAY CARE (FDC) |
| <input checked="" type="checkbox"/> | b. PART-DAY CARE | <input checked="" type="checkbox"/> | f. PART-DAY ENRICHMENT |
| <input type="checkbox"/> | c. SCHOOL-AGE | <input type="checkbox"/> | g. DAY CAMP |
| <input type="checkbox"/> | d. SPECIAL NEEDS | <input checked="" type="checkbox"/> | c. PRESCHOOL (3-5 years) |
| | | | d. SCHOOL AGE (5+ years) |
| 6. SPONSOR STATUS (X one) | | | |
| <input type="checkbox"/> | a. SINGLE MILITARY | <input type="checkbox"/> | e. SINGLE DOD CIVILIAN |
| <input type="checkbox"/> | b. DUAL MILITARY | <input type="checkbox"/> | f. RETIRED MILITARY |
| <input checked="" type="checkbox"/> | c. MILITARY /DOD SPOUSE | <input type="checkbox"/> | g. MILITARY RESERVE |
| <input type="checkbox"/> | d. DUAL DOD CIVILIANS | <input type="checkbox"/> | h. NATIONAL GUARD |
| | | <input type="checkbox"/> | i. MILITARY /UNEMPLOYED SPOUSE |
| | | <input type="checkbox"/> | j. MILITARY /OTHER THAN DOD SPOUSE |
| | | <input type="checkbox"/> | k. OTHER (Specify) |
| 7. PRESENT CHILD CARE ARRANGEMENTS (X as applicable) | | | |
| <input type="checkbox"/> | a. FDC ON-INSTALLATION | <input type="checkbox"/> | d. CIVILIAN CDC |
| <input checked="" type="checkbox"/> | b. FDC OFF-INSTALLATION | <input type="checkbox"/> | e. MILITARY ALTERNATE CARE |
| <input type="checkbox"/> | c. OTHER MILITARY CHILD DEVELOPMENT CENTER (CDC) | <input type="checkbox"/> | f. NON-MILITARY ALTERNATE CARE |
| | | <input type="checkbox"/> | g. IN-HOME CARE |
| | | <input type="checkbox"/> | h. NO PRESENT CARE |
| | | <input type="checkbox"/> | i. OTHER (Specify) |
| B. GENERAL INFORMATION (X and complete as applicable) | | | |
| Yes | No | Yes | No |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| a. IF CHILD IS NOT PRESENTLY IN CARE, IS EMPLOYMENT OF SPOUSE AWAITED? (If Yes, estimate average annual income lost) \$17,000.00 | | c. IS CHILD ON OTHER MILITARY WAITING LIST? (If Yes, name installation) | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | d. CURRENT COST OF CARE PER WEEK (If child is currently in care) \$50 per week | |
| 9. UPDATE REQUIRED PER INSTRUCTIONS (For Office Use Only) | | | |
| | (1) | (2) | (3) |
| a. DATE CALLED (YYMMDD) | 92/06/06 | | |
| b. DECLINED/ PLACED | Placed | | |
| c. COMMENTS/ INITIALS | LL | | |
| d. PLACEMENT TIME (In months) | 3 mos. | | |

| DEPARTMENT OF DEFENSE FAMILY CHILD CARE STANDARDS | |
|--|--|
| I. | Operational Standards: |
| | It is DoD policy that the Family Child Care (FCC) system is operated and maintained to provide quality child care for all children enrolled. The FCC Administrator is responsible for ensuring FCC providers comply with FCC standards. |
| | OS 1. All providers are at least 18 years of age; have the ability to speak, read, and write English; are physically and mentally capable of providing care for children; are free of communicable disease; are willing to undergo prescribed training and meet initial, quarterly and annual Service-specific inspection requirements. |
| | OS 2. All FCC provider applicants and household members over 12 years of age and other persons living in the potential FCC homes are screened in accordance with DoD Instruction 1402.5, reference (rr). |
| | OS 3. Substitute providers or persons who serve as backup providers have been screened in accordance with reference (rr) and complete a basic orientation that includes child abuse identification, reporting and prevention, safety and health procedures, CPR and first aid training. |
| | OS 4. All FCC applicants and/or providers complete DoD and Service-required training and inspections for DoD certification. |
| | OS 5. There is a signed contract between each family and provider. Parents are informed of changes in the FCC provider's household composition. Children are cared for by the provider or an approved substitute. |
| | OS 6. Parents and the Family Child Care Administrator are informed when a substitute provider will be caring for their child(ren). Except for long term care, members of the provider's household are never used as substitute providers. |
| | OS 7. All providers have purchased current liability insurance at a reasonable cost. |
| | OS 8. The maximum group size in a FCC home is 6 children including the provider's own children under the age of 8. When all children are under the age of 2, the maximum group size at any one time is 3. In mixed age groups, the number of children under 2 years of age is limited to 2 children. When all children are school-age, the maximum group size is 8. ¹ |
| | OS 9. The provider has a prominent place to display information for parents. |
| | OS 10. Parents sign children in-and out- of the FCC home on a daily basis. Children are only released to persons parents have authorized in writing. Children may sign themselves out of the FCC home consistent with the installation home alone policy. |
| | OS 11. Information on each child in the FCC home is on file (immunizations, health, assessment, emergency contact, copy of family care plan, medical dispensation, transportation agreement, and Service-specific requirements). |
| | ¹ The maximum number of children in a FCC home should be reduced if safety, fire, health and the FCC Administrator determine the housing unit is too small. |
| II. | Safety Standards |
| | It is DoD policy that FCC homes are operated and maintained to provide for the safety of providers and children. The FCC Administrator is responsible for ensuring providers meet safety requirements. |
| | SS 1. Children are protected from hazardous substances and equipment. Equipment and play areas used by children are safe and properly maintained. |

| |
|--|
| SS. 2 There is a working telephone within the FCC housing unit. Emergency numbers and instructions are posted by the telephone. |
| SS 3. The FCC provider notifies parents, the FCC Administrator, and health consultants of medical emergencies, communicable diseases or illness of either the children or the provider. |
| SS 4. The provider conducts a daily safety walk through of the FCC home and yard. Problems are identified and corrected immediately or put off limits to children until they can be corrected. |
| SS 5. The following items are not allowed in FCC homes: infant cushions, infant walkers and swings, bean bag chairs, restraint equipment for children under 3 years of age, toy boxes, trampolines or wading pools. |
| SS 6. If there are firearm(s) in the home, the ammunition must be removed from the firearm. Both firearm(s) and ammunition are stored separately in a locked cabinet that is inaccessible to children. |
| SS 7. Areas used for care of children are free from asbestos and lead base paint. |
| SS 8. Handwashing sinks used by children have hot and cold water. Hotwater outlets used by children are 110 degrees Fahrenheit or less. |
| SS 9. Cleaning materials and hazardous materials are locked up and not stored with food items. |
| SS 10. Electrical outlets in children's areas have protective outlet covers. |
| SS 11. Providers supervise children in and out doors. |
| SS 12. Surfaces under family and installation playground equipment are soft and free from stones, debris and obstructions. |
| III. Fire Standards |
| It is DoD policy that FCC homes comply with the requirements in NFPA 101 Life Safety Codes, reference (pp), for the appropriate occupancy load except as modified by this Instruction. The FCC Administrator is responsible for ensuring FCC providers comply with fire standards. |
| FS 1. Providers are trained in fire prevention, reporting and evacuation procedures. |
| FS 2. Fire drills are conducted monthly at different times of the day or evening when children are in care. Provider documents monthly fire drills. |
| FS 3. There is a battery-operated or hardwired smoke detector on each living level of the FCC home. |
| FS 4. There is an operable ABC multi-purpose dry chemical extinguisher in the FCC home in accordance with reference (pp). |
| FS 5. Smoking is not permitted in the FCC home while children are in care. |
| IV. Health Standards |
| It is DoD policy that FCC homes are operated and maintained to promote the health of providers and children in the FCC home. The FCC Administrator is responsible for ensuring providers comply with health standards. |
| HS 1. Using Service-specific criteria children are screened daily for illness and denied admission based on specific criteria. Children are re-admitted after illness only when their presence does not endanger the health of the other children. |
| HS 2. All children are immunized in accordance with Center for Disease Control recommendations. |

| |
|---|
| HS 3. Providers are trained in the administration of medications. Only physician-prescribed medications are administered. Medications are given with approval of the child's parents and are documented on the Service form. |
| HS 4. Providers can apply basic care items (sunscreen, diaper ointment) without a prescription but must have parental permission. |
| HS 5. Each child under 5 years of age has a place with a mat, cot or crib to rest on with a sheet or blanket. |
| HS 6. Menus are posted for meals and snacks. All food served meets United States Department of Agriculture Child and Adult Care Food Program requirements for meal patterns and quantity served. |
| HS 7. All children present are served meals and or snacks. |
| HS 8. Food is prepared, served and stored in a sanitary manner. |
| HS 9. As possible, children participate in the meal service. |
| HS 10. Meals and or snacks for toddlers, pre-school and school-age children are conducted using family-style dining. |
| HS 11. Bottles are never heated in a microwave oven. Infants are held for bottle-feeding. Bottles are never propped. Infants are never put to sleep with a bottle. |
| HS 12. Young infants are placed in sleeping positions recommended by their physician. They are not placed face down on soft cushions, pillows or comforters. |
| HS 13. When possible, sinks used for diapering should not be co-located with food service areas or the sink used for dishwashing. |
| HS 14. Homes are maintained in a sanitary manner. |
| HS 15. Personal hygiene standards, to include the Center for Disease Control procedures for diapering, handwashing and toileting are followed. |
| HS 16. All toys, cots, linen, diapering areas and food service surfaces are sanitized following Center for Disease Control recommended frequency and procedures. |
| HS 17. All windows used for ventilation are properly screened. |
| HS 18. A minimum temperature of 68 degrees (winter) and maximum of 78 degrees (summer) are maintained. |
| HS 19. The uses of prescription drugs that may impair the provider's judgment or alertness are not permitted while children are in care. Providers may not consume alcohol while children are in care. |
| HS 20. First Aid Supplies are available for emergencies. |
| V. Child Abuse Standards |
| It is DoD policy that FCC homes are operated and maintained to prevent child abuse and to promote early identification and reporting of alleged child abuse. The FCC Administrator is responsible for ensuring providers comply with child abuse standards. |
| CA 1. Using the DoD FCC Child Abuse Training Modules, reference (ss), FCC providers receive training annually in child abuse prevention, reporting and identification. |
| CA 2. The DoD Child Abuse and Safety Violation Hotline number (poster) is displayed in the provider's home where parents can see it. |
| CA 3. The provider is trained in appropriate ways of touching children. |

| |
|--|
| CA 4. The provider uses only positive guidance techniques and has appropriate expectations for children in care. The provider never uses corporal punishment. |
| CA 5. Parents have access to their children at all times of the day and night. |
| VI Program Standards |
| It is DoD policy that FCC providers offer quality care in a safe and nurturing learning environment that supports individual children's growth and development. Providers encourage parents to be involved in the activities offered in the home and the installation Child Development Program. The FCC Administrator is responsible for ensuring FCC homes meet program standards. |
| PS 1. There is adequate space indoors and outdoors for the number of children in care to play, rest, and eat. Developmentally appropriate activities are provided indoors and outdoors. |
| PS 2. The provider directly supervises all children in care. |
| PS 3. Activities and experiences are provided daily that enhances children's physical, social, emotional and cognitive development. |
| PS 4. Children's routines are handled in a relaxed and individual manner that promotes life experiences, respect, and opportunities to develop self-esteem, self-discipline and learning by doing. |
| PS 5. The provider is alert to signs of children's undue stress and provides appropriate support and or activities to reduce stress levels. The provider observes and evaluates each child's growth and development for program planning. |
| PS 6. The provider interacts frequently with the children and shows them affection and respect. The provider speaks to children in a friendly, courteous manner. |
| PS 7. Toys, games and materials are provided that is appropriate for the ages and levels of children's development. |
| PS 8. Toys and materials are arranged and or displayed so children are able to select and put toys and materials away with little or no assistance. |
| PS 9. A variety of daily activities are planned for indoors and outdoors. There is a balance between child initiated and adult-directed activities. A daily schedule of activities is posted for parents to see. |
| PS 10. Television and or video viewing is developmentally appropriate for the ages of children in care and is limited to one hour per day. Children in extended hour care may view TV with the provider's family as a family activity. |
| PS 11. Activities include multi-cultural experiences and are non-sexist for all age groups in care. |
| PS 12. The provider communicates with parents and recognizes them as partners in the care of children. The provider respects family cultural differences. |
| VII FCC Staff Standards |
| It is DoD policy that the FCC system is fully implemented to support the installation's need for child care. It is the responsibility of the Child Development Program Administrator to ensure that the FCC program is budgeted for and the staff are trained to implement the FCC system in compliance with this Instruction and applicable Service regulations. |
| FSS 1. The FCC Administrator ensures the installation FCC program complies with this Instruction and applicable Service guidance. |

| |
|---|
| FSS 2. The FCC Administrator has developed a marketing plan to recruit potential providers and inform installation residents that the provision of child care in Government quarters is a privilege, not a right. |
| FSS 3. The FCC Administrator and staff maintain a consistent caseload of FCC providers that supports the installation's need for child care. |
| FSS 4. The FCC Administrator has established procedures to ensure that all FCC providers and household members over 12 are screened in accordance with DoD Instruction 1402.5, reference (rr), to include in home interviews with the potential provider and household members. |
| FSS 5. The FCC Administrator maintains information on each provider, including, results of family interview, background checks, inspections, insurance, training, monitoring visits and other pertinent information. |
| FSS 6. FCC staff provides and coordinates required training (orientation and annual) for providers. FCC staff ensures all providers complete orientation training before caring for children, and receives a minimum of 24 hours of annual training using the DoD Child Abuse Training Modules, reference (ss), and DoD FCC Training Modules, reference (tt). |
| FSS 7. FCC staff work with providers to complete the FCC training modules, reference (tt). |
| FSS 8. At a minimum, FCC staff conduct quarterly home visits and frequent training and or technical assistance visits, observation and interview techniques. |
| FSS 9. FCC Administrator coordinates with proponents from safety, fire and health to train FCC providers and conduct required home inspections. |
| FSS 10. As needed, the FCC Administrator recruits special-purpose homes (infant and or toddler, special needs, extended hour homes). |
| FSS 11. The FCC Administrator should develop a plan to implement direct cash subsidies to expand the availability of FCC spaces and meet specialized child care needs (special needs care, extended hours, etc.). |
| FSS 12. The FCC Administrator ensures FCC parents are represented on the Child Development Program parent advisory board, parent participation program and annual evaluation of the FCC program. |
| FSS 13. FCC staff receives annual training related to the latest techniques and best practices in child care, child abuse prevention, identification and reporting procedures, and program administration. |
| |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

APPENDIX G

RELEASE OF LIABILITY AND ASSUMPTION OF RISK

This is a release of liability. I understand that my request to have over-the-counter medication(s) available for administration to my minor child(ren), _____, may cause a physical reaction(s) to include, but not limited to, headache, vomiting, chills, gastrointestinal upset, diarrhea, and other associated physical reaction(s).

Furthermore, I understand and have considered that no special measures have been taken to specifically address the needs, or care, of the minor children who have an allergic reaction to an over-the-counter medication that they have received from an employee of (Name of Facility). Therefore, I fully appreciate the risk to the minor children under my legal custody/responsibility, and understand that I am solely responsible for ensuring that said child(ren) are not allergic to any of the over-the-counter medication(s) they may receive at the above facility as the result of my request.

I fully waive any and all actions and claims arising from any injury or damage, both physical and psychological, arising from my child's or children's participation in the Over-the-Counter Medication Administration Program. In consideration of receiving over-the-counter medication for my child(ren), I hereby waive for myself and my parents, spouse, children, guardian, executors, heirs, assigns, creditors, and administrators, any and all rights and claims for damages, demands, and any other actions whatsoever, against the Marine Corps (Name of Installation), the United States Marine Corps, the Department of the Navy, the Department of Defense, the United States Government, and all agencies and instrumentality's thereof, its agents, officers, servants, and personnel, from any and all liability, claims, demands, and actions whatsoever, relating to any illness, death, or injury that may arise out of my child's or children's receipt of over-the-counter medication. I sign this release of liability free from any coercion, and I certify that I am in good physical health. I further certify that I have read and fully understand understand each provision detailed in this release prior to signing it.

Print Name _____ Date: _____
Signature _____
Witness _____ (of parent or guardian if minor)



Department Of Defense
INSTRUCTION

APPENDIX H

January 19, 1993
NUMBER 1402.5

ASD(FM&P)

SUBJECT: Criminal History Background Checks on Individuals In Child Care Services

References: (a) DoD 5400.11-R, "Department of Defense Privacy Program," August 1983, authorized by DoD Directive 5400.11, June 9, 1982
(b) Federal Personnel Manual, Chapter 731, "Personnel Suitability," and Chapter 736, "Personnel Investigations," September 29, 1988
(c) DoD 5200.2-R, "DoD Personnel Security Program," January 1987, authorized by DoD Directive 5200.3, May 6, 1992
(d) DoD Directive 6400.1, "Family Advocacy Program," June 23, 1992
(e) through (k), see enclosure 1

A. PURPOSE

This Instruction:

1. Implements Pub. L. No. 101-647, Section 231 (enclosure 3), and Pub. L. No. 102-190, Section 1094 (enclosure 4).
2. Requires procedures for existing and newly hired individuals and includes a review of personnel and security records to include a Federal Bureau of Investigation (FBI) fingerprint check and State Criminal History Repositories (SCHR) checks of residences listed on employment or certification applications.
3. Establishes policy, assigns responsibilities, and prescribes procedures for criminal history background checks for all existing and newly hired individuals involved in the provision of child care services as Federal employees, contractors, or in Federal facilities to children under the age of 18. The checks are required of all individuals in the Department of Defense involved in providing child care services defined in enclosure 3, and for policy reasons, those categories of individuals not expressly governed by the statute.
4. Allows the Department of Defense to provisionally hire such individuals before the completion of a background check (enclosure 4). However, at all times while children are in the care of that individual, the child care provider must be within sight and under the supervision of a staff person whose background check has been successfully completed. Healthcare personnel shall comply with guidance provided in enclosure 5.

B. APPLICABILITY AND SCOPE

This Instruction:

1. Applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the

Unified and Specified Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

2. Includes all individuals providing child care services to children in accordance with references (a) through (k).

C. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

D. POLICY

It is DoD policy to:

1. Establish a standardized and comprehensive process for screening applicants for positions involving child care services on DoD installations and in DoD activities.

2. Provide fair, impartial, and equitable treatment before an individual may be deemed suitable to serve as an employee, a certified care provider, a specified volunteer position, or as an individual employed under contract in activities covered by this Instruction and references (a) through (k) by conducting a thorough review of all appropriate records as described herein.

3. Protect children by denying or removing from employment, contract, or volunteer status any applicant or current employee who is determined unsuitable to provide child care services because derogatory information is contained in a suitability investigation.

4. Ensure that an individual is advised of proposed disciplinary action, decertification, or refusal to hire by the hiring authority or designee if disqualifying derogatory information is contained in a suitability investigation. The individual is given the opportunity to challenge the accuracy and completeness of reported information.

5. Foster cooperation among the DoD Components, other Federal Agencies, State and county agencies, and other civilian authorities in conducting criminal history background checks.

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel) shall:

a. Develop policy for conducting criminal history background checks on individuals seeking positions involving child care services.

b. Monitor compliance with this Instruction.

c. Coordinate oversight of criminal history background checks as specified under this Instruction.

2. The Heads of the DoD Components shall:

a. Develop procedures to ensure compliance with the requirements of this Instruction, in accordance with enclosure 6.

Jan 19, 93
1402.5

b. Provide oversight of process and procedures to conduct criminal history background checks to include assignment of proponenty.

c. Provide technical support and resources as required.

d. Coordinate participation of specific organizations within the DoD Component involved in the conduct of the checks.

e. Ensure that applicants and employees are made aware of their rights under DoD 5400.11-R (reference (a)) including the right to challenge accuracy of records.

f. Maintain the records of all individuals hired, certified, or employed under contract for positions that involve child care services for 2 years following termination of their service.

g. Establish a mechanism to evaluate all adverse information resulting from criminal history background checks, using the criteria in enclosure 7. Final suitability decisions are made by the DoD Component Head or designee.

F. PROCEDURES

The records of all existing employees and applicants for positions in child care services are reviewed by the Component designee according to the procedures prescribed in enclosure 6.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.



Christopher Jehn
Assistant Secretary of Defense
Force Management and Personnel

Enclosures - 8

1. References
2. Definitions
3. Public Law 101-647, Section 231
4. Public Law 102-190, Section 1094
5. Memorandum from the Assistant Secretary of Defense Health Affairs, "Criminal History Background Checks on Health Care Personnel," April 20, 1992
6. Criminal History Background Check Procedures
7. Criteria for Criminal History Background Check Disqualification
8. State Information

Jan 19, 93
1402.5 (Encl 1)

REFERENCES, continued

- (e) DoD Instruction 6060.2, "Child Development Programs," March 3, 1989
- (f) DoD Instruction 6400.2, "Child and Spouse Abuse Report," July 10, 1987
- (g) DoD Directive 1400.13, "Salaries and Personnel Practices Applicable to Teachers and Other Employees of the DoD Overseas Dependents' Schools System," July 8, 1976
- (h) DoD Directive 1342.16, "Provision of Free Public Education for Eligible Dependent Children Pursuant to Section 6, Public Law 81-874, as Amended," October 16, 1987
- (i) DoD Directive 6025.11, "DoD Health Care Provider Credentials Review and Clinical Privileging," May 20, 1988
- (j) DoD Directive 1015.1, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities," August 19, 1981
- (k) DoD Instruction 1000.15, "Private Organizations on DoD Installations," September 22, 1978

DEFINITIONS

1. Appropriated Fund (APF) Employees. Personnel hired by DoD Components with appropriated funds as defined in the FPM, Chapter 731 (reference (b)). This includes temporary employees, 18 years old or older, who work with children.
2. Care Provider. As defined in Pub. L. No. 101-647, Section 231 and P.L. No. 102-190, Section 1094 (enclosures 3 and 4). Providers included are current and prospective individuals hired with APF and nonappropriated funds (NAF) for education, treatment or healthcare, child care or youth activities, individuals employed under contract who work with children and those who are certified for care. Care providers are individuals working within programs that include alphabetically: Child Development Programs, DoD Dependents Schools, DoD-Operated or -Sponsored Activities, DoD Section 6 School Arrangements, Foster Care, Private Organizations on DoD Installations, and Youth Programs. Background checks are required for all civilian and military providers (except military health care providers) involved in child care services who have regular contact with children.
3. Child. An unmarried person, whether natural child, adopted child, foster child, stepchild, or ward, who is a family member of a military member or DoD civilian or their spouse, and who is under the age of 18 years; or is incapable of self support because of a mental or physical incapacity and for whom treatment is authorized in a medical facility of the Military Services, as defined in DoD Directive 6400.1 (reference (d)).
4. Child Abuse and/or Neglect. The physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or other maltreatment of a child. The term encompasses both acts and omissions on the part of a responsible person, as defined in reference (d).
5. Child Care Services. DoD personnel and contractors who are involved in any of the following: "child protective services (including the investigation of child abuse and neglect reports), social services, health and mental health care, child (day) care, education (whether or not directly involved in teaching), foster care, residential care, recreational or rehabilitative programs, and detention, correctional, or treatment services," as defined in Pub. L. No.101-647, Section 231 (enclosure 3).
6. Child Development Center (CDC). An installation facility or part of a facility used for child care operated under the oversight of Component's Child Development Programs (CDPs) and as defined in DoD Instruction 6060.2 (reference (e)).
7. Child Development Programs (CDPs). Programs for dependents of DoD personnel provided in CDCs, family child care (FCC) homes, and alternative child care options. The care provided is on a full-day, part-day, or hourly basis. Care is designed to protect the health and safety of children and promote their physical, social, emotional, and intellectual development, as defined in reference (e).

8. Child Sexual Abuse. Employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or having a child assist any other person to engage in, any sexually explicit conduct (or any simulation of such conduct) or the rape, molestation, prostitution, or any other such form of sexual exploitation of children, or incest with children. All sexual activity between an offender and a child, when the offender is in a position of power over the child, is considered sexual maltreatment, as defined in DoD Instruction 6400.2 (reference (f)).

9. Criminal History Background Check. An investigation based on fingerprints and other identifying information obtained by a law enforcement officer conducted through the Federal Bureau of Investigation-Identification Division (FBI-ID) and SCHR of all States that an employee or prospective employee list as current and former residences on an employment application initiated through the personnel programs of the applicable Federal Agencies, as defined in Pub. L. No. 101-647 (enclosure 3) or through the personnel program of a given government contractor.

10. Defense Clearance and Investigations Index (DCII). The central Department of Defense record of investigative files and adjudicative actions such as clearances and access determinations, revocations, and denials concerning military, civilian, and contract personnel.

11. DoD Dependents Schools (DoDDS). Schools operated by the Department of Defense for minor dependents of military members or DoD civilians assigned to duty in foreign countries, as defined in DoD Directive 1400.13 (reference (g)).

12. DoD-Operated or -Sponsored Activity. A contracted entity authorized by appropriate DoD officials to perform child care, education, treatment, or supervisory functions on DoD-controlled property (references (e), (g), (h), and (i)). Examples include but are not limited to CDPs, FCC Programs, Medical Treatment Facilities, DoDDS, DoD Section 6 Schools, and Youth Programs.

13. DoD Section 6 Schools. The educational arrangements made for the provision of education to eligible dependent children by the Department of Defense under Pub. L. 81-874, Section 6, as defined in DoD Directive 1342.16 (reference (h)), in the Continental United States, Alaska, Hawaii, Puerto Rico, Wake Island, Guam, American Samoa, the Northern Mariana Islands, and the Virgin Islands.

14. Family Child Care (FCC). Quarters-based child care provided in Government-owned or -leased quarters, in which care is provided on a regular basis for compensation, usually for more than 10 hours a week per child, to one or more (up to six) children, including the provider's own children under 8 years of age, as defined in reference (e).

15. Foreign National Employees Overseas. Non-U.S. citizens hired by the Department of Defense for employment on an overseas installation.

16. Foster Care. A voluntary or court-mandated program that provides 24-hour care and supportive services in a family home or group facility for children who cannot be properly cared for by their own family.

17. Government-Contracted Care Providers. An individual or a group of individuals hired under a Government contract to provide instruction, child care services, healthcare, or youth services. FCC providers are not considered contracted Government employees for this Instruction.
18. Healthcare Personnel. Personnel involved in the delivery of healthcare to children under the age of 18 on a frequent and regular basis. See enclosure 5. This may include:
- a. Medical and Dental Care Staff. Physicians, dentists, nurse practitioners, clinical social workers, clinical psychologists, physicians' assistants, physical therapists, and speech pathologists.
 - b. Clinical Support Staff. Clinical providers not granted defined clinical privileges to include residents, registered nurses, licensed practical nurses, nursing assistants, play therapists, and technicians, as defined in DoD Directive 6025.11 (reference (i)).
19. Installation Records Check (IRC). An investigation conducted through the records of all installations of an individual's identified residences for the preceding 2 years before the date of the application. This record check shall include, at a minimum, police (base and/or military police, security office, or criminal investigators or local law enforcement) local files check, Drug and Alcohol Program, Family Housing, Medical Treatment Facility for Family Advocacy Program to include Service Central Registry records and mental health records, and any other record checks as appropriate, to the extent permitted by law.
20. National Agency Check (NAC). As defined in DoD 5200.2-R (reference (c)).
21. National Agency Check and Inquiries (NACI). As defined in the FPM, Chapters 731 and 736 (reference (b)).
22. Nonappropriated Fund Instrumentalities (NAFI) Employees. Personnel hired by the DoD Components, compensated from NAFI funds as defined in DoD Directive 1015.1 (reference (j)). This includes temporary employees, 18 years old or older, who work with children.
23. Private Organizations on DoD Installations. A nongovernmental entity authorized by the Department of Defense to perform child care, services, education, or supervisory functions with children on DoD-controlled property, as defined in DoD Instruction 1000.15 (reference (k)). Examples include religious groups and associations, such as scouts.
24. Respite Care. Provides short-term child care and supportive services in a family home or group facility for children to relieve stress, prevent child abuse, and promote family unity for a parent, foster parent, guardian, or family member.
25. Regular Contact. Responsible for a child or with access to children on a frequent basis as defined by the Component.

26. Specified Volunteer Position. A position, designated by the DoD Component Head or designee, such as installation commander, requiring an installation record check because of the nature of the volunteer work in child care services.
27. State Criminal History Repository (SCHR). The State's central record of investigative files. State information, including addresses, phone numbers, costs and remarks, is listed in enclosure 8.
28. Supervision. Refers to having temporary responsibility for children in child care services, and temporary or permanent authority to exercise direction and control by an individual over an individual whose required background checks have been initiated but not completed.
29. Temporary Employees. This category includes nonstatus appointments to a competitive service position for a specified period, not to exceed a year. This includes summer hires, student interns, and NAFI flexible category employees.
30. Volunteer Activities. Activities where individuals offer assistance on an unpaid basis in child and youth programs or other activities on DoD installations. Examples include sports programs, religious programs, scouting programs, and preschools sponsored by private parent cooperatives or other associations conducted on the installation.
31. Volunteers. Individuals who offer program assistance on an unpaid basis.
32. Youth Programs. DoD-sponsored activities, events, services, opportunities, information, and individual assistance responsive to the recreational, developmental, social, psychological, and cultural needs of eligible children and youth. Includes before and after school programs as well as holiday and summer camps.

Nov.29

LAWS OF 101st CONG.-2nd SESS.
CRIME CONTROL ACT OF 1990

Jan 19, 93
1402.5 (Encl 3)
P.L. 101-647
Sec. 231

Subtitle E-Child Care Worker Employee
Background Checks

42 USC 13041.

SEC. 231. REQUIREMENT FOR BACKGROUND CHECKS.

(a) IN GENERAL-(1) Each agency of the Federal Government, and every facility operated by the Federal Government (or operated under contract with the Federal Government), that hires (or contracts for hire) individuals involved with the provision to children under the age of 18 of child care services shall assure that all existing and newly-hired employees undergo a criminal history background check. All existing staff shall receive such checks not later than 6 months after the date of enactment of this chapter, and no additional staff shall be hired without a check having been completed.

(2) For the purposes of this section, the term "child care services" means child protective services (including the investigation of child abuse and neglect reports), social services, health and mental health care, child (day) care, education (whether or not directly involved in teaching), foster care, residential care recreational or rehabilitative programs, and detention, correctional, or treatment services.

(b) CRIMINAL HISTORY CHECK.-(1) A background check required by subsection (a) shall be-

(A) based on a set of the employee's fingerprints obtained by a law enforcement officer and on other identifying information;

(B) conducted through the Identification Division of the Federal Bureau of Investigation and through the State criminal history repositories of all States that an employee or prospective employee lists as current and former residences in an employment application; and

(C) initiated through the personnel programs of the applicable Federal agencies.

(2) The results of the background check shall be communicated to the employing agency.

(c) APPLICABLE CRIMINAL HISTORIES.-Any conviction for a sex crime, an offense involving a child victim, or a drug felony, may be ground for denying employment or for dismissal of an employee in any of the positions listed in subsection (a) (2). In the case of an incident in which an individual has been charged with one of those offenses, when the charge has not yet been disposed of, an employer may suspend an employee from having any contact with children while on the job until the case is resolved. Conviction of a crime other than a sex crime may be considered if it bears on an individual's fitness to have responsibility for the safety and well-being of children.

(d) EMPLOYMENT APPLICATIONS.-(1) Employment applications for individuals who are seeking work for an agency of the Federal Government, or for a facility or program operated by (or through contract with) the Federal Government, in any of the positions listed in subsection (a) (1), shall contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child, and if so requiring a description of the disposition of the arrest or charge. An application shall state that it is being signed under penalty of perjury, with the applicable Federal punishment for perjury stated on the application.

(2) A Federal agency seeking a criminal history record check shall first obtain the signature of the employee or prospective employee indicating that the employee or prospective employee has been notified of the employer's obligation to require a record check as a condition of employment and the employee's right to obtain a copy of the criminal history report made available to the employing Federal agency and the right to challenge the accuracy and completeness of any information contained in the report.

(e) ENCOURAGEMENT OF VOLUNTARY CRIMINAL HISTORY CHECKS FOR OTHERS WHO MAY HAVE CONTACT WITH CHILDREN.-Federal agencies and facilities are encouraged to submit identifying information for criminal history checks on volunteers working in any of the positions listed in subsection (a) and on adult household members in places where child care or foster care services are being provided in a home.

Jan 19, 93
1402.5 (Encl 4)

NATIONAL DEFENSE AUTHORIZATION ACT
FOR FISCAL YEARS 1992 AND 1993

105 STAT. 1488 PUBUC LAW 102-190-DEC.5, 1991

SEC 1094 PROVISIONAL SUPERVISED EMPLOYEMENT OF FEDERAL CHILD
CARE SERVICES PERSONNEL

(a) EMPLOYMENT PENDING COMPLETION OF BACKGROUND CHECK.-
Section 231 of the Crime Control Act of 1990(42 U.S.C. 13041) is
amended-

(1) in the second sentence of subsection (a)(1), by
striking out "6 months after the date of enactment of this
chapter, and no additional staff" and inserting in lieu thereof
"May 29, 1991. Except as provided in subsection (b)(3), no
additional staff"; and

(2) in subsection (b)), by adding at the end the following
new paragraph:

"(3) An agency or facility described in subsection (a)(1)
may hire a staff person provisionally prior to the completion of
a background check if, at all times prior to receipt of the
background check during which children are in the care of the
person, the person is within the sight and under the supervision
of a staff person with respect to whom a background check has
been completed.".

(b) ADDITIONAL SAFETY MEASURES FOR FEDERAL CHILD CARE
SERVICE FACILITIES.-It is the sense of Congress that each agency
of the Federal Government, each facility operated by the Federal
Government, and each facility operated under contract with the
Federal Government, that provides child care services to
children under the age of 18-

(1) modify child care facilities to the extent necessary
to ensure that, except for restroom, there are no secluded areas
not open to the general view of persons in such facilities;

(2) provide for regular oversight of the management and
operations of child care facilities by an agency official who is
not directly in charge of the operation of the facility; and

(3) to the maximum extent feasible allow parental access
to children in child care facilities at all times.

Jan



19, 93

1402.5 (Encl 5)

THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-1200

APR 28 1992

HEALTH AFFAIRS

MEMORANDUM FOR SECRETARY OF THE ARMY
SECRETARY OF THE NAVY
SECRETARY OF THE AIR FORCE

SUBJECT: Criminal History Background Checks on Child Health
Care Personnel

This memorandum clarifies procedures for Department of Defense (DoD) health care personnel relative to implementation of Public Law 101-647, Section 231, "Crime Control Act," November 29, 1990, as amended by section 1094 of Public Law 102-190.

These provisions were implemented within DoD by Assistant Secretary of Defense (Force Management & Personnel) (ASD(FM&P)) memorandum, dated March 6, 1992, Subject: "Criminal History Background Checks on Employees in Child Care Services" (copy attached). The ASD (FM&P) memorandum requires Federal Bureau of Investigation (FBI) fingerprint checks and State Criminal History Repositories (SCHR) checks of residences listed on employment applications for specific existing and newly hired health care personnel. Active duty military members are excluded from the requirements of the statutory provisions and the ASD(FM&P) memorandum. As explained in the ASD(FM&P) memorandum, health care personnel are defined as:

"Those personnel involved in the delivery of health care to children under the age of 18 on a frequent and regular basis. This may include: (1) Medical and Dental Care Staff: physicians, dentists, nurse practitioners, clinical social workers, clinical psychologists, physician assistants, physical therapists, and speech pathologists. (2) Clinical support Staff: clinical providers not granted defined clinical privileges to include residents, registered nurses licensed practical nurses, nursing assistants, play therapists, and technicians."

Two provisions of the ASD(FM&P) memorandum, when applied to the medical setting, require additional Health Affairs guidance.

1. The ASD(FM&P) memorandum states that:

"DoD components may employ an individual pending completion of successful background checks. If an individual is so employed, at all times while children are in the care of that individual, he or she must be within sight and under the supervision of an individual whose background checks have been completed, with no derogatory reports."

Processing reports can take months. It is unlikely that Congress meant to create a situation that would potentially require two physicians to examine a patient or two nurses to give one medication to a child.

The DoD vigorously supports screening of health care workers involved in the delivery of health care to children under the age of 18 on a frequent and regular basis. Within the context of such medical care, line of sight supervision must be viewed through the prism of existing Medical Quality Assurance, clinical Privileging, and Licensure Directives, which require pre-employment screens, enhanced surveillance of new employees and on-going monitoring of the performance of all health care providers. These programs are inherent to both quality medical care and patient safety and are adequate and equivalent mechanisms.

Therefore, pending completion of background checks, the Surgeons General shall require close clinical supervision and full compliance with existing DoD Directives, Instructions, and other guidance (issued by DoD and the Military Department concerned) on quality assurance, risk management, licensure, employee orientation, and credentials verification. These policies rely on process and judgment, and meet the intent of the "direct sight supervision" provision, affording local commanders a flexible and reasonable alternative.

2. Section 1094(b) of Public Law 102-190 provides that:

"It is the sense of Congress that each facility that provides childcare services to children under the age of 18 must modify child care facilities to the extent necessary that except for restrooms, there are no secluded areas not open to the general view of persons in such facilities."

This provision, which may be suitable for child development centers, is hortatory, not mandatory. Thus, the DoD must determine what effect to give it. Open areas in full view of the public eliminate patient privacy and, in some cases, are medically contraindicated. Thus, hospital commanders are not required to implement section 1094(b).


Enrique Mendez, Jr., M.D.

CRIMINAL HISTORY BACKGROUND CHECK PROCEDURES

This enclosure establishes the procedures for conducting criminal history background checks on existing and newly hired individuals required by Pub. L. No. 101-647, Section 231 and Pub. L. No. 102-190, Section 1094 (enclosures 3 and 4). Background checks are required for all civilian providers involved in child care services who have regular contact with children. The categories of providers include current and prospective individuals hired with AFF and NAFI funds for education, treatment or healthcare, child care or youth activities, and individuals employed under contract involved in the provision of child care services. In addition to the mandates of enclosure 3, the Department of Defense requires that military members (except healthcare personnel), foster or respite care providers, FCC providers and family members, and specified volunteers shall have checks specified in sections A. through J. of this enclosure, below.

A. Conducting Checks

Component designees shall notify existing and newly hired individuals and contractors of the requirement for a review of personnel and security records to include an FBI fingerprint check and SCHR checks of residences listed on employment and security applications.

1. Fingerprint Check. Law enforcement personnel shall forward completed forms through channels to the Office of Personnel Management (OPM) or Defense Investigative Service (DIS) for processing of FBI fingerprint forms.

2. State Criminal History Repository (SCHR) Check. DoD Installation-level personnel offices, in collaboration with law enforcement and security personnel, shall process State criminal history background checks for employment and shall ordinarily communicate in writing with each State identified in enclosure 8, providing full identifying information on each applicant and request confirmation that the individual has not been convicted in that State of a sex crime, an offense involving a child victim, a drug felony, or a violent crime. The DoD Component Heads may establish alternate procedures for conducting SCHR checks; e.g., a computerized, written, or telephonic check. The DOD Components are not required to wait longer than 60 days from the date of the request for a response from the SCHR personnel before taking action on a particular application. Authorities will depend on FBI fingerprint check validation if States do not respond.

3. Installation Record Checks (IRC). Consists of a local record check on an individual for a minimum of 2 years before the date of the application. This record check shall include, at a minimum, police (base and/or military police, security office, criminal investigators, or local law enforcement) local files checks, Drug and Alcohol Program, Family Housing, Medical Treatment Facility for Family Advocacy Program Service Central Registry records and mental health records, and any other record checks as appropriate to the extent permitted by law. A Service DCII may be conducted. The IRC shall be conducted by DoD Component personnel at the installation level. An IRC will be completed on individuals with a DoD affiliation such as living or working on an installation or is active duty member or family member. Individuals without DoD affiliation have no installation system of records to check and an IRC is not completed. Upon favorable completion of the IRC, an individual may be

selected and provide child care services under line of sight supervision until the required background checks are completed.

B. Applicants

1. APF Applicants

a. Except as otherwise provided in this subsection, the DoD Components shall process APF applicants using currently established procedures for completing background checks described in DoD 5400.11-R (reference (a)). APF applicants must complete a SF-171, "Application for Federal Employment," and attach a SF-87, "Fingerprint Chart," completed by a law enforcement officer; and a SF-85P, "Questionnaire for Public Trust Positions" (Annotate Block "B" with code 03), for conduct of a NACI. The package shall be forwarded to the OPM.

b. The DoD Components shall assign responsibility' for conducting the criminal history background checks through the SCHR to personnel offices working with law enforcement or investigative agencies. They shall conduct checks in all States that an employee or prospective employee lists as current and former residences in an employment or security application. It is deemed unnecessary to conduct checks before 18 years of age because juvenile records are unavailable. If no response is received from the State(s) within 60 days, determinations based upon the FBI report may be made. Responses received after this determination has been made must be provided to the determining authority.

c. Under Pub. L. No. 102-190, Section 1094 (enclosure 4), the DoD Components may employ an individual pending completion of successful background checks described in Pub. L. No. 101-647, Section 231 (enclosure 3). If an individual is so employed, at all times while children are in the care of that individual, he or she must be within sight and under the supervision of an individual whose background checks have been completed, with no derogatory reports.

d. Once it is clear that no derogatory information exists, line of sight supervision is terminated by the designee. If a derogatory report exists, Component personnel procedures shall prescribe appropriate action consistent with the criteria contained in this Instruction.

2. NAFI Applicants

a. Except as otherwise provided in this subsection, the DoD Components shall process NAFI applicants following established procedures for completing background checks. NAFI applicants must complete a DD Form 398-2 "Department of Defense National Agency Questionnaire," with reason for request identified as OTHER and annotated as CHILD CARE, and FD Form 258, "FBI Applicant Fingerprint Card." Fingerprints shall be taken by the local law enforcement organization personnel and together with the DD Form 398-2 shall be forwarded to: Defense Investigative Service, Personnel Investigations Center, P.O. Box 1083, Baltimore, MD 21203-1083.

b. The DoD Components shall follow the procedures in the FPM, Chapter 731 and 736 (reference (b)) and above in subparagraph B.1.b., c., and d. to obtain fingerprints for the FBI, conduct criminal history background checks

Jan 19, 93
1402.5 (Encl 6)

through the SCHR, and maintain employment of individuals pending the successful completion of the background checks.

3. Foreign National Employees Overseas. Foreign national employees overseas, while not expressly included within the law, are subject to the following record checks or those equivalent in scope to checks conducted on U.S. citizens:

a. Host-government law enforcement and security agency checks at the city, State (province), and national level, whenever permissible by the laws of the host government.

b. Defense Central Investigative Index (DCII).

c. FBI checks (when information exists regarding residence by the individual in the United States for 1 year or more since age 18).

d. When permissible by the laws of the host government, host-government checks are requested directly by the employing Service or agency. As an alternative, the DoD Components may request that overseas Military Service investigative elements obtain appropriate host-government checks. Where host-nations' arrangements preclude comparable criminal history checks, foreign nationals will not be eligible for employment in child care services.

4. Temporary Employees. This category includes summer hires, student interns, and NAFI flexible category employees. Background checks for these individuals are processed according to funding source; i.e., for APF employees (to OPM) or NAFI employees (to DIS). Installation designated points of contact shall notify applicants of report disposition.

5. Healthcare Personnel. This category includes civilian personnel involved in the delivery of healthcare (enclosure 5). Within the context of such medical care, line of sight supervision must be viewed through the prism of existing medical quality assurance, clinical privileging, and licensure directives, which require preemployment screens, enhanced surveillance of new employees, and on going monitoring of the performance of all healthcare providers. These programs are inherent to both quality medical care and patient safety and are adequate and equivalent mechanisms for the sight and supervision requirements in paragraphs B.1.c. and d. of this enclosure, above. It should be noted that these quality assurance programs are not sufficient in and of themselves under Pub. L. No. 101-647, Section 231 (enclosure 3). Therefore, the required FBI fingerprint check and the SCHR check must be completed as expeditiously as possible.

C. Current Employees. All currently employed individuals covered by this Instruction shall have the FBI fingerprint and criminal history background check as described in Pub. L. No. 101-647, Section 231 (enclosure 3). If the results of such checks, to include the SCHR, cannot be confirmed through an examination of available local records, action shall be initiated in accordance with subsection B.1., above, for APF employees and subsection B.2., above, for NAFI employees, and with section D., below, for individuals employed under contract. The SCHR checks are conducted in all cases in accordance with

subsection A.2., above. For the purposes of this Instruction, no IRC is required for individuals employed before June 1991.

D. Government Contract Employees

1. Sponsoring activities are responsible for ensuring that the requirements in this Instruction are included in the statement of work for all child care programs to be contracted. The contracting officer is responsible for performing an action necessary to verify that services provided by the contractor conform to contract quality requirements. Component designees for requiring activities shall ensure that the statement of work, at a minimum:

a. States that the contractor must ensure its employees have proper criminal history background checks as outlined in this Instruction.

b. States that actual checks are performed by the Government.

c. Includes procedures that the contractor must follow to obtain checks for its employees; for example, identify the office where employees report for processing, identify proper forms to be completed, etc. Also, identify the DoD Component for billing purposes, and identify the appropriate security point of contact or installation commander as the authorized recipient of background check results.

d. States that employees may be permitted to work before completion of background checks, provided the employee is within sight of an individual who has successfully completed a background check.

e. States that employees have the right to obtain a copy of the background check report, whom they should contact for the copy and whom to contact for procedures to challenge the accuracy and completeness of the information in the report.

f. Requires that contractor employees who have previously received a background check must provide proof of the check or obtain a new one.

2. Requirements for child care services must be submitted to the contracting officer sufficiently in advance of the required performance start date to provide time for obtaining background checks. Sponsoring activities' designees shall coordinate with the contracting officer as soon as possible after a requirement for child care services becomes known.

3. Procedures for obtaining responses for background checks are the same as those for NAFI employees and response to derogatory information will occur through the appropriate designee and contractor. An IRC will be performed if the individual is a military member or family member, or has worked or lived on a military installation within 5 years.

E. Other Providers. Criminal history background checks with the FBI and the States are not required. Duplication of previous background checks are not required for personnel where official records demonstrate that an adequate check has already been conducted. This category includes the following:

1. Military Members. These are active duty individuals (other than healthcare personnel) who seek to provide child care services as part of a normal duty assignment or are involved during off-duty hours. For these members an IRC and a current security clearance meet the requirements of this Instruction. In the absence of a current security clearance a name check of the DCII must be conducted. When military members are employed in an APF or a NAFI position they will abide by background check requirements listed in subsections B.1. and B.2.1 above.

2. Foster and Respite Care Providers and Family Members. These are individuals who seek to provide foster care or respite child care within Government-owned or -leased quarters. The care provider, all other adults, and each child, age 12 and older, residing within the applicant's household must receive an IRC. In addition, the Component designee must also obtain a name check of the DCII on all adults.

3. FCC Providers and Family Members. These are individuals who seek licensing to provide child care within government-owned or -leased quarters. The care provider, all other adults, and each child, age 12 and older, residing within the applicant's household receive an IRC. In addition, the Component designee must obtain a name check of the DCII on all adults.

4. Specified Volunteers. Installation commanders shall designate those positions that are determined to be specified." Individuals working in specified volunteer positions will have an IRC check because of the nature of their work in child care services. The opportunity for contact may be extensive, frequent, or over a period of time. They include, but are not limited to, positions involving extensive interaction alone, extended travel, and/or overnight activities with children. An IRC is required for volunteers who are active-duty, a family member, or a DoD civilian overseas. A volunteer is allowed to work upon completion of a favorable IRC. Background checks are not required for volunteers whose services will be of shorter duration than is required to perform the background checks and who are under line of sight supervision by an individual who has successfully completed a background check. The Components are required to provide additional implementing guidance.

F. Employment Application Requirement. Pub. L. No. 101-647, Section 231 (enclosure 3) requires that each application for employment shall include a question asking whether the individual has ever been arrested for or charged with a crime involving a child, and, if so, requires a description of the disposition of the arrest or charge. The forms identified above in paragraphs B.1.a. and B.2.a. are signed by the applicant under penalty of perjury, with the applicable Federal punishment for perjury stated on the respective forms.

1. An applicant's signature indicates an understanding of the employer's obligation to require a record check as a condition of employment. Information on background checks shall be maintained in accordance with applicable Component implementing regulations.

2. Payment for the conduct of any criminal history background check is the responsibility of the requesting Service or agency.

3. The results of the background check are forwarded to the Component designee at the sending installation for appropriate action. A derogatory

report would include, but not be limited to, the following applicable crimes: any charge or conviction for a sex crime, an offense involving a child victim, a substance abuse felony, or a violent crime.

4. The hiring authority designee is responsible for notifying the individual of a derogatory report. The individual may obtain a copy of the criminal history report and has the right to challenge the accuracy and completeness of any information contained in the report through the Privacy Program described in DoD 5400.11-R (reference (a)). The individual may provide information concerning positive mitigating factors for any adverse information presented.

5. Employees whose criminal history background checks result in nonselection for employment or service shall be informed by the Component designee of the right to an administrative appeal under reference (a)). Under that Regulation, the individual may appeal with a specific request such as amendments to the records or request to file statement disagreeing with information in the record. If the employee's request for record information is refused, the individual is informed of his or her right to an administrative appeal. As appropriate, Component designees shall inform individuals of other avenues available to resolve matters of concern such as an administrative or negotiated grievance procedures. If the employee remains dissatisfied, he or she may seek a review. The Department of Defense recognizes the privacy interests and rights of all applicants and employees, and its own responsibility in ensuring a safe and secure environment for children within DoD activities or private organizations on DoD installations.

G. Record Re-Verification. This procedure consists of an IRC and a DCII name check and is required by the Component designee at a minimum every 5 years for all employees providing child care services and covers the time period since the completion of the last background check. NAFI employees who change duty stations will complete a new investigation when considered for employment. A new investigation is required by the Department of Defense if a break in service results in a time-lapse of more than 2 years. FCC, foster care and respite care providers, and their family members will complete an IRC annually.

H. Supervision. Refers to temporary responsibility for children in child care services, and relates to oversight for temporary or permanent authority to exercise direction and control by an individual over an individual whose required background checks have been initiated but not completed. Use of video equipment is acceptable provided it is monitored by an individual who has successfully completed a background check. Supervision procedures pending completion of background checks for healthcare personnel suggest that the Surgeons General shall require close clinical supervision and full compliance with existing DoD Directives, Instructions, and other guidance (issued by the Department of Defense and the Military Department concerned) on quality assurance, risk management, licensure, employee orientation, and credentials certification. These policies rely on process and judgment, and meet the intent of the "direct sight supervision" provision, affording local commanders a flexible and reasonable alternative.

I. Programs. Requirements cover all DoD-operated activities and private organizations on DoD installations and include, but are not limited to:

1. Child Development Programs.
 - a. Child development centers, part-day preschools, and enrichment programs.
 - b. Family child care.
 - c. Contracted Services, whether personal or non-personal services.
2. Youth Programs.
3. Dependents Schools operated by the Department of Defense.
4. Medical treatment facilities.
5. Other contracted services.
6. Private organizations on DOD installations.
7. Volunteer activities.

J. Background Check Matrix. This identifies the requirements of this Instruction for background checks by category of personnel. These checks are initiated through the personnel offices in collaboration with law enforcement and security personnel. (Reminder: An IRC may only be completed on an individual who is a military member or family member, or who lives or works on a military installation.)

1. APF. FBI, SCHR, and IRC. (SF-171, SF-87, and SF-85P)
2. NAFI. FBI, SCHR, and IRC. (DD Form 398-2 and FD Form 258)
3. Foreign National Employees Overseas. IRC and local government check.
4. Temporary Employees. FBI, SCHR, and IRC.
5. Current Employees. FBI and SCHR.
6. Government Contract Employees. FBI, SCHR, and IRC.
7. Other Providers.
 - a. Military Members. Military members will have an IRC and, if no current security clearance exists, a name check of the DCII. Checks are not required for military healthcare personnel.
 - b. Foster and Respite Care Providers and Family Members (age 12 and older). IRC and Service DCII (for adults).
 - c. FCC Providers and Family Members (age 12 and older). IRC and Service DCII (for adults).
 - d. Specified Volunteers. IRC.

CRITERIA FOR CRIMINAL HISTORY BACKGROUND CHECK DISQUALIFICATION

The ultimate decision to determine how to use information obtained from the criminal history background checks in selection for positions involving the care, treatment, supervision, or education of children must incorporate a common sense decision based upon all known facts. Adverse information is evaluated by the DoD Component Head or designee who is qualified at the appropriate level of command in interpreting criminal history background checks. All information of record both favorable and unfavorable will be assessed in terms of its relevance, recentness, and seriousness. Likewise, positive mitigating factors should be considered. Final suitability decisions shall be made by that commander or designee. Criteria that will result in disqualification of an applicant require careful screening of the data and include, but are not limited to, the following:

A. Mandatory Disqualifying Criteria

Any conviction for a sexual offense, a drug felony, a violent crime, or a criminal offense involving a child or children.

B. Discretionary Criteria

1. Acts that may tend to indicate poor judgment, unreliability, or untrustworthiness in working with children.

2. Any behavior; illness; or mental, physical, or emotional condition that in the opinion of a competent medical authority may cause a defect in judgment or reliability.

3. Offenses involving assault, battery, or other abuse of a victim, regardless of age of the victim.

4. Evidence or documentation of substance abuse dependency.

5. Illegal or improper use, possession, or addiction to any controlled or psychoactive substances, narcotic, cannibas, or other dangerous drug.

6. Sexual acts, conduct, or behavior that, because of the circumstances in which they occur, may indicate untrustworthiness, unreliability, lack of judgment, or irresponsibility in working with children.

7. A wide range of offenses such as arson, homicide, robbery, fraud, or any offense involving possession or use of a firearm.

8. Evidence that the individual is a fugitive from justice.

9. Evidence that the individual is an illegal alien who is not entitled to accept gainful employment for a position.

10. A finding of negligence in a mishap causing death or serious injury to a child or dependent person entrusted to their care.

C. Suitability Considerations

In making a determination of suitability, the evaluator shall consider the following additional factors to the extent that these examples are considered pertinent to the individual case:

1. The kind of position for which the individual is applying or employed.
2. The nature and seriousness of the conduct.
3. The recentness of the conduct.
4. The age of the individual at the time of the conduct.
5. The circumstances surrounding the conduct.
6. Contributing social or environmental conditions.
7. The absence or presence of rehabilitation or efforts toward rehabilitation.
8. The nexus of the arrests in regard to the job to be performed.

D. Questions

1. All applications, for each of the categories of individuals identified in enclosure 2, will include the following questions: "Have you ever been arrested for or charged with a crime involving a child? Have you ever been asked to resign because of or been decertified for a sexual offense?" And, if so, "provide a description of the case disposition." For FCC, foster care, and respite care providers, this question is asked of the applicant regarding all adults, and all children 12 years and older, who reside in the household.

2. All applications shall state that the form is being signed under penalty of perjury. In addition, a false statement rendered by an employee may result in adverse action up to and including removal from Federal service.

3. Evaluation of criminal history background checks is made and monitored by qualified personnel at the appropriate level designated by the Component. Final suitability decisions are made by the designee.

STATE INFORMATION

All SCHR checks should be accompanied by the following:

1. State form, if required. If no State form is required, the request should be on letterhead, beginning with the statement that the check is in accordance with Pub. L. No. 101-647 (enclosure 3). The request must include full identifying information, such as: Name, date of birth, social security number, complete addresses, etc.
2. Fingerprint set if required. Some State laws require a fingerprint set either on a State form or forms used by the agency.
3. Release statement signed by the applicant or employee. If required by the State, the release must be notarized.
4. Payment for the SCHR check.
5. Self-addressed, stamped envelope.

The following is an updated listing of State addresses, fees, and other information:

| ADDRESS | FEE | RFMARKS |
|--|----------|---|
| State of Alabama Alabama Dept. of Public Safety ATTN: ABI Division 5002 Washington Ave. Montgomery, AL 36130 | \$25 | Name check COMM: 205-242-4372 |
| State of Alaska Alaska Dept. Of Public Safety Information Systems Section 5700 Tudor Road Anchorage, AK 99507 | \$20 | Fingerprints req'd, reason fir request req'd (comply with Pub. L.), Name and Address authorized to request and receive SCHRC COMM: 907-269-5 511 |
| State of Arizona Arizona Criminal Justice Dept. of Public Safety Information Systems Division P.O. Box 6638 Phoenix, AZ 85005 | No Check | Limited release, call or write for information. COMM: 602-223-2229 |
| State of Arkansas Arkansas State Police P.O. Box 5901 Little Rock, AR 72215 | No Fee | Name Check Written Consent Req' d COMM: 501-221-8233 |
| State of California | \$27 | Fingerprints Req'd |

| | | |
|---|---------|--|
| Dept. of Justice Bureau of Criminal Justice Identification and Information Bureau P.O. Box 903417 Sacramento, CA 94203-4170 | | COMM: 916-739-2786 |
| State of Colorado Crime Information Center Colorado Bureau of Investigation 690 Kipling Street, #3000 Lakewood, CO 80215 | \$ 4.50 | Write or call for form Name Check COMM: 303-239-4222/4229 |
| State of Connecticut Dept. of State Police Bureau of Investigation, Building 4 294 Colony Street Meriden, CT 06450 | No Fee | Name Check Written Consent Req'd Copy of Pub. L. Req'd COMM: 203-238-6155 |
| State of Delaware Delaware State Police-SBI State Bureau of Investigation P.O. Box 430 Dover, DE 19903 | \$25 | Fingerprints Req'd COMM: 302-739-5871 |
| Washington, D.C. Identification and Records Division Metropolitan Police Dept., Room 2076 300 Indiana Avenue, N.W. Washington, D.C. 20001 | No Fee | Name Check Written Request Req'd COMM: 202-727-4245 |
| State of Florida Florida Dept. of Law Enforcement P.O. Box 1489 Tallahassee, FL 32302 | \$10 | Name Check Check to: Dept. of Law Enforcement COMM: 904-488-6236 |
| State of Georgia Georgia Criminal Information Center Post Office Box 370748 Decatur, GA 30037-0748 | \$15 | Write or call for form Notary & Fingerprints R Req'd COMM: 404-244-2644 |
| State of Hawaii Criminal Justice Data Center 465 South King Street, Room 101 Honolulu, HI 96813 | No Fee | Name Check COMM: 808-587-3100 |
| State of Idaho Idaho Dept. of Law Enforcement Criminal Identification Bureau 6064 Corporal Lane Boise, ID 83704 | \$5 | Name Check Written Consent Req'd Payment to: Dept. of Law Enforcement COMM: 208-327-7130 |

Jan 19, 93
1402.5 (Encl 8)

| | | |
|--|--------|---|
| State of Illinois Bureau of Identification 260 North Chicago Street Joliet, IL 60431-1060 | \$14 | Write or call for form Name Check COMM: 815-740-5184 |
| State of Indiana Indiana State Police 100 North Senate Avenue, Room 312 Indianapolis, IN 46204 | \$7 | Write or call for form Name Check COMM: 317-232-8266 |
| State of Iowa Commissioner Paul H. Wieck II Iowa Dept. of Public Safety Wallace State Office Building Des Moines, IA 50319 | \$6 | Release within State COMM: 515-281-5138 |
| State of Kansas Kansas Bureau of Investigation 1620 Southwest Tyler Topeka, KS 66612 | \$10 | Write or call for form Name Check, \$5 per name over two names COMM: 913-232-6000 |
| State of Kentucky Kentucky State Police Records State Office Building 1250 Louisville Road Frankfort, KY 40601 | \$4 | Write or call for form Name Check COMM: 502-227-8700 x214 |
| State of Louisiana Louisiana State Police Department of Public Safety P.O. Box 66614 Baton Rouge, LA 70896 | \$13 | Write or call for form Fingerprints Req'd COMM: 504-925-6095 |
| State of Maine State Bureau of Identification Department of Public Safety Maine State Police, 36 Hospital Street Augusta, ME 04333 | No Fee | Name Check Reason for Check Req'd, i.e., Comply with Pub. L. COMM: 207-624-7009 |
| State of Maryland Criminal Justice Information Service Central Repository, Building G4 1201 Reistertown Road Pikesville, MD 21208 | \$18 | Write or call for form Name Check COMM: 410-764-4501 |
| State of Massachusetts Executive Office of Public Safety Criminal History Systems Board 1010 Commonwealth Avenue Boston, MA 02215 | No Fee | Write or call for form Name Check COMM: 617-727-0090 x12 |

| | | |
|---|----------|--|
| State of Michigan Michigan State Police, FOI Unit 7150 Harris Drive Lansing, MI 48913 | No Check | No release COMM: 517-322-5531 |
| State of Minnesota Criminal Justice Information Systems Bureau of Criminal Apprehension Minnesota Dept. of Public Safety 1246 University Avenue St. Paul, MN 55104 | \$8 | Name Check Written Consent Req' d COMM: 612-642-0670 |
| State of Mississippi Department of Public Safety ATTN: Identification Bureau P.O. Box 958 Jackson, MS 39225 | No Fee | Write or call for info Name Check COMM: 601-987-1212 |
| State of Missouri Criminal Records Division State Highway Patrol Department of Public Safety P.O. Box 568 Jefferson City, MO 65102 | \$5 | Write or call for form Name Check COMM: 314-751-3313 |
| State of Montana Identification Bureau Department of Justice 303 North Roberts Helena, MT 59620-1418 | \$5 | Name Check COMM: 406-444-3625 |
| State of Nebraska Nebraska State Patrol P.O. Box 94907 State House Station, ATTN: CID Lincoln, NE 68509-4907 | \$10 | Name Check COMM: 402-471-4545 |
| State of Nevada Nevada Highway Patrol 555 Wright Way Carson City, NV 89711 | \$15 | Write or call for form Fingerprints Req'd COMM: 702-687-5300 |
| State of New Hampshire New Hampshire State Police HQ Criminal Records 10 Hazen Drive Concord, NH 03305 | \$10 | Write or call for form Name Check COMM: 603-271-2538 |

Jan 19, 93
1402.5 (Encl 8)

| | | |
|--|----------|---|
| State of New Jersey Division of State Police Records and ID Section P.O. Box 7068 West Trenton, NJ 08625-0068 | \$12 | Copy of Pub. L. Req'd Name Check COMM: 609-882-2000 |
| State of New Mexico Department of Public Safety Records Bureau P.O. Box 1628 Santa Fe, NM 87504-1628 | \$5 | Write or call for form Name Check, Notary Req'd COMM: 505-827-9181 |
| State of New York Division of Criminal Justice Services Executive Park Tower Stuyvesant Plaza Albany, NY 12203 | No Check | No Release at current time, State Req's an Agreement with Agency to process. COMM: 518-485-7685 |
| State of North Carolina Division of Criminal Information Bureau of Investigation 407 North Blount Street Raleigh, NC 27601-1009 | \$14 | Fingerprint form req'd Copy of Pub. L. req'd Call or write form COMM: 919-662-4500 |
| State of North Dakota Bureau of Criminal Information P.O. Box 1054 Bismark, ND 58502 | \$20 | Name Check Written Consent Req'd COMM: 701-221-6180 |
| State of Ohio Bureau of Criminal Information P.O. Box 365 London, OH 43140 | \$15 | Write or call for form Written Consent Req' d Fingerprints Req'd COMM: 614-852-2556 |
| State of Oklahoma Oklahoma Law Enforcement Criminal History Information ATTN: Criminal History P.O. Box 11497 Oklahoma City, OK 73136 | \$10 | Write or call for form Name Check COMM: 405-848-6724 |
| State of Oregon Criminal ID, State Police 155 Cottage Street, NE Salem, OR 97310 | \$10 | Name Check COMM: 503-378-3070 |
| State of Pennsylvania Records and ID Division Pennsylvania State Police, Dept. HQ 1800 Elmerton Avenue Harrisburg, PA 17110 | \$10 | Write or call for form Name Check COMM: 717-783-5592 |

| | | |
|---|--------|---|
| State of Rhode Island Rhode Island State Police P.O. Box 185 North Scituate, RI 02857 | No Fee | Name Check Written Consent Req's COMM: 401-647-3311 |
| State of South Carolina State Law Enforcement Division ATTN: Criminal Records Post Office Box 21398 Columbia, SC 29221-1398 | \$10 | Name Check COMM: 803-737-4205 DSN: 734-1110 |
| State of South Dakota Division of Criminal Investigation Attorney General's Office East Highway 34 Pierre, SD 57501-5070 | \$15 | Write or call for form Fingerprints Req'd COMM: 605-773-3331 |
| State of Tennessee Tennessee Crime Information Center Tennessee Bureau of Investigation P.O. Box 100940 Nashville, TN 37210 | \$23 | Write or call for form Fingerprints Req'd COMM: 615-741-3241 |
| State of Texas Texas Crime Records Division Texas Dept. of Public Safety P.O. Box 15999 Austin, TX 78761-5999 | \$15 | Fingerprints Req'd Written Consent Req'd COMM: 512-465-2079 |
| State of Utah Bureau of Criminal Identification Utah Dept. of Public Safety 4501 South 2700 West Salt Lake City, UT 84119 | No Fee | Write or call for form Name Check Copy of Law Req'd COMM: 801-965-4571 |
| State of Vermont Vermont Criminal Information Center Dept. of Public Safety P.O. Box 189 Waterbury, VT 05676 | No Fee | Name Check Written Consent Req'd Comm: 802-244-8786 |
| Commonwealth of Virginia Virginia Records Management Division Dept. of State Police P.O. Box 850761 Richmond, VA 23261-5076 | \$10 | Write or call for form Name Check COMM: 804-674-2024 |

Jan 19, 93
1402.5 (Encl 8)

| | | |
|--|------|--|
| State of Washington Washington State Patrol Identification Section P.O. Box 42633 Olympia, WA 98504-2633 | \$10 | Write or call for form Name Check COMM: 206-753-0230/72 72 |
| West Virginia State Police Dept. of Public Safety 725 Jefferson Road South Charleston, WV 25309 | \$5 | Write or call for form Name Check COMM: 304-746-2180 |
| State of Wisconsin Crime Information Bureau Dept. of Justice ATTN: Records Data Unit P.O. Box 2718 Madison, WI 53701-2718 | \$2 | Write or call for form Name Check COMM: 608-266-7314 |
| State of Wyoming Division of Criminal Investigation 316 West 22nd Street Cheyenne, WY 82002 | \$15 | Write or call for form Fingerprints Req'd Written Consent Req' d COMM: 307-777-7181 |

The current directive establishes minimum operating standards and provides guidance for the operation of Child Development Programs on U.S Marine Corps installations including services offered in housing under control of an installation commander. The directive ensures programs are operated in a safe and healthy environment and promote quality child care.

Major changes to MCO P1710.30D include the following:

| <u>paragraph</u> | <u>Change</u> |
|------------------|--|
| 1000 | Orders for Child Development Services and Youth Activities have been consolidated into one manual. This consolidation has resulted in a streamlined, integrated program serving children and youth ages six weeks to eighteen years. |
| 1004.5 | Youth programs are no longer limited to six years and above. Programs such as t-ball may be provided for youth under the age of six as long as the program is age appropriate. |
| 2001 | Program measures of effectiveness have been included in this manual. |
| 2002.2c | Responsibility for the higher headquarters annual inspection has devolved to component commands; however, CMC (MRY) will conduct the inspection upon request from the component commander. |
| 2004.3 | Programs may now dispense over the counter medications. |
| 2012 | Insurance requirements for the off base family child care program have been expanded to be more compatible with insurance requirements of the on base providers. |
| 4004 | The NAC has replaced the DCII as the background check requirement for all FCC/OFCC providers and family members /over the age of 12 living in the home. |
| 5005.5 | Requirements for youth center equipment/facilities are now included in the policy manual. |
| 5006 | Fire, safety, health and sanitation requirements are not detailed in the manual. Appropriate references are provided for individual areas. |

We will implement major HQMC staff changes to include the following:

| <u>Paragraph</u> | <u>Change</u> |
|------------------|--|
| 2004.3 | Recommend the manual state there shall be a requirement for a parent or guardian of a child who is requesting the administration of over the counter medication to sign a release of liability form in addition to the written request for administration of medication. |

We will not implement the following HQMC changes:

| <u>Paragraph</u> | <u>Recommended Change</u> |
|------------------|---|
| 1002 | Comments reflect lack of child care center enrollment priority. <u>Justification</u> Individual commands establish enrollment priority. |
| 2002.2a | Comments reflect an understanding of why Marine Corps Recruiting Command (MCRC) was apparently omitted from the parenthetical delineation of "support commands". <u>Justification</u> MCRC does not have have child care centers, therefore HQMC (MRY) has not referred to them as a support command. |

MARINE CORPS CHILDREN AND YOUTH PROGRAM

APPENDIX G

RELEASE OF LIABILITY AND ASSUMPTION OF RISK

This is a release of liability. I understand that my request to have over-the-counter medication(s) available for administration to my minor child(ren), _____, may cause a physical reaction(s) to include, but not limited to, headache, vomiting, chills, gastrointestinal upset, diarrhea, and other associated physical reaction(s).

Furthermore, I understand and have considered that no special measures have been taken to specifically address the needs, or care, of the minor children who have an allergic reaction to an over-the-counter medication that they have received from an employee of _____ (Name of Facility). Therefore, I fully appreciate the risk to the minor children under my legal custody/responsibility, and understand that I am solely responsible for ensuring that said child(ren) are not allergic to any of the over-the-counter medication(s) they may receive at the above facility as the result of my request.

I fully waive any and all actions and claims arising from any injury or damage, both physical and psychological, arising from my child's or children's participation in the Over-the-Counter Medication Administration Program.. In consideration of receiving over-the-counter medication for my child(ren), I hereby waive for myself and my parents, spouse, children, guardian, executors, heirs, assigns, creditors, and administrators, any and all rights and claims for damages, demands, and any other actions whatsoever, against the Marine Corps _____ (Name of Installation), the United States Marine Corps, the Department of the Navy, the Department of Defense, the United States Government, and all agencies and instrumentality's thereof, its agents, officers, servants, and personnel, from any and all liability, claims, demands, and actions whatsoever, relating to any illness, death, or injury that may arise out of my child's or children's receipt of over-the-counter medication. I sign this release of liability free from any coercion, and I certify that I am in good physical health. I further certify that I have read and fully understand understand each provision detailed in this release prior to signing it.

Print Name _____ Date: _____
Signature _____
Witness _____ (of parent or guardian if minor)